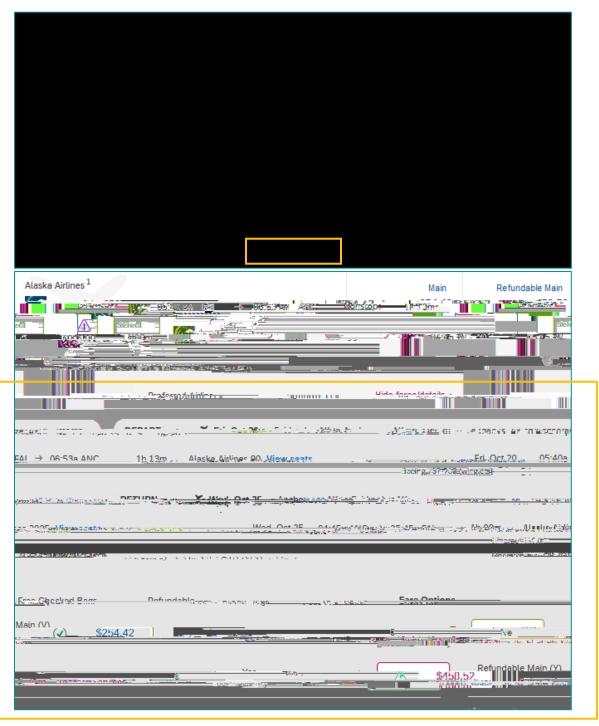




6. "More fares/details" – View full itinerary details







## Regulatory Guidance

This section only covers some key UA regulations and polices regarding travel status and airfare. See the Travel Regulations on the <u>UA Travel</u> website for all applicable UA travel regulations.

Individual campuses and departments may have additional policies and restrictions not covered in this manual. Employees should familiarize themselves with these where applicable.

## **Travel Status**

Travelers are not required to arrive the day their business beings if the only available scheduled flights depart before 7 a.m. Travelers are not required to leave the day their business ends if the only available scheduled flights arrive after 10 p.m. (R05.02.060(5)(g))

Essentially, the regulations allow travelers some flexibility in arriving the day before business start and leaving the day after business end.

Example: A Juneau employee is attending a business meeting in Anchorage on Monday. The meeting starts at 8 a.m. which requires the employee to travel on a flight leaving before 7 a.m. The employee can travel to Anchorage on Sunday.