



MLP Instructions for Airfare Quotes for Extended Trips

When you extend your trip for personal reasons or vacation leave before or after a conference/workshop:

Documentation must be provided at the time the MLP request is submitted that illustrates the cost of the travel to the conference *exclusive* of any extended time/vacation leave **and** the cost of travel to the conference *inclusive* of the requested extended time/vacation leave.

This documentation will be used to compare the costs with and without the extended time/vacation leave. It is important to note that the two price quotes must be prepared at the same time and at the time the MLP request is submitted to allow for a valid comparison, as travel costs change day to day (or even hour to hour).

If the BOCES employee is reserving or paying for any expenses related to conference/workshop travel with the BOCES credit card, **no** expenses for the personal/vacation portion of his/her travel should be paid for using the BOCES credit card.