

# HOW TO MANAGE BLEISURE TRAVEL REQUESTS

**Call it bleisure or workcation, the option to add play time to a work trip is a good way to boost traveler satisfaction and wellbeing.**

Here's a short guide to help you manage requests for personal travel extensions.

## 1 Write a clear policy.

Rules for bleisure should be clearly outlined in the travel policy to limit liability and risk for the organization and the traveler. Items to consider:



- Request and approval process
- How to meet duty of care
- Parameters for non-employee companions
- Implications for time-off policies
- Whether rules for spending on meals, entertainment, alcohol, tips and room service (including the mini-bar) apply to the bleisure segment of the trip
- How expense reports should be handled
- Whether travelers should be prohibited from activities that may put them at risk, e.g., white water rafting or driving ATVs

## 2

### Do the math.

First determine the cost of flight and hotel accommodations for the business travel portion of the trip. Then, calculate what, if any, additional costs would apply for earlier arrivals or later departures. The traveler will be personally responsible for the difference. Allowing business travelers to take advantage of negotiated rates can help ease the switch from work to play.



## 3

### Explain the expenses.

Invoicing or itemization should clearly delineate the expenses the organization and traveler each must cover.

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