- **Day 10:** one travel recovery day (day in transit).

*Rather than returning to New Zealand on Day 9, the University Traveller would like to include some private days as p05788 mg CT E56 73 525.43 W059.6 5.8 mg 56 5 re.5 69.2 mg 0 g0e.5 696i5.8 mg 56 5 re.5 69.8 mg06*

*EXAMPLE  1 CALENDAR:  Multi-Purpose Travel including Personal Travel*

**EXAMPLE  2:  Dual-Purpose Travel including Personal Travel**

Example 2 is

The following table shows a calendar of this trip example:

**EXAMPLE 2 CALENDAR:  Dual-Purpose Travel including Personal Travel**

| 1-May | 2-May | 3-May | 4-May | 5-May | 6-May | 7-May |
|---|---|---|---|---|---|---|
| University-Purpose Travel | University-Purpose Travel | University-Purpose Travel | University-Purpose Travel | University-Purpose Travel | Personal Weekend Day | Personal Weekend Day |
| PN to Chicago | Recovery Day In Transit | Chicago conference | Chicago conference | Chicago conference | Personal Weekend Day | Personal Weekend Day |
| University Expense (Massey covers air/ground transport costs) | University Expense | University Expense | University Expense | University Expense | Individual Massey Traveller Expense including travel insurance arrangements | Individual Massey Traveller Expense including travel insurance arrangements |

| 8-May | 9-May | 10-May | 11-May | 12-May | 13-May | 14-May |
|---|---|---|---|---|---|---|
| Incidental Personal Travel | Incidental Personal Travel | University-Purpose Travel | University-Purpose Travel | Regular Work Day | Personal Weekend Day | Personal Weekend Day |
| HOLIDAY LEAVE | HOLIDAY LEAVE | Chicago to PN | Recovery Day In Transit | Regular Work Day | Personal Weekend Day | Personal Weekend Day |
| Individual Massey Traveller Expense including travel insurance arrangements | Individual Massey Traveller Expense including travel insurance | | | | | |

## EXAMPLE 3:  Multi-Purpose Travel including separate personal holiday (Personal Travel)

Assume the same circumstances as example 1.
The University Traveller            is drafted as:
- Day 1: one day in transit to fly from Palmerston North to Auckland to Chicago via Houston (day in transit).
- Day 2: one travel recovery day (day in transit).
- Days 3-5: three-day conference in Chicago at which they are a presenter.
- Days 6-7    weekend days in transit before work at Michigan State University
- Days 8-10: three days of collaborator meetings/workshops at Michigan State University (includes travel from Chicago to Michigan).
- Day 11: one day in transit to fly from Chicago to Los Angeles to Auckland and onwards to Palmerston North (day in transit).
- Day 12: one travel recovery day (day in transit).

The University Traveller would like to take three weeks leave in the United States, after completing their authorised University sponsored travel in Chicago and at the Michigan State University. This change means 21 days out of a total 32-day journey will be personal travel.

The final University-sponsored itinerary and University funding covers only the below dates:
- Day 1: one day in transit to fly from Palmerston North to Auckland to Chicago via Houston (day in transit).

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|---|---|---|---|---|---|---|
| 1-May | 2-May | 3-May | 4-May | 5-May | 6-May | 7-May |
| University-Purpose Travel | University-Purpose Travel | University-Purpose Travel | University-Purpose Travel | University-Purpose Travel | University-Purpose Travel | University-Purpose Travel |
| PN to Chicago | Recovery Day In Transit | Chicago conference | Chicago conference | Chicago conference | Day in Chaicago | |

**Definitions, Terms, Acronyms**

| | |
|---|---|
| Domestic Travel | All travel within New Zealand. |
| Dual-Purpose Travel (DPT) | Defined as a combination of part University-sponsored travel and part private/personal travel. DPT is permitted provided the Massey travel is in accordance with this procedure and the Massey Travel Policy. |
| Ground Transport | Massey Fleet vehicles, rental cars, taxis, rail, buses, and transfer shuttles. |

Personal Travel (IPT)