Clear Form

University Financial Services

TRAVEL SERVICES

Request for Historical Airfare Cost Comparison

University policy **BPM E-5-1 Reimbursment of Travel Expenses** requires a valid airfare cost comparison be submitted with the TRIP Travel Expense Report when a traveler chooses to:

A. purchase a University business travel airline ticket from an alternate vendor (not AAA, Avant or Concur),
B. drive to a destination more than 400 miles one-way from his/her official workstation, or
C. combine personal travel with business travel on an airline ticket.

Complete this form ONLY when a traveler failed to secure a valid cost comparison for one of the items above. For full details about airfare cost comparisons, please see the Travel Services website, then Travel Arrangements, then Required Cost Comparisons.

Please insert the appropriate letter from above (A, B or C) as the reason for the cost comparison _____. ***When A or C is chosen, a valid airline ticket receipt must be submitted with this form.*** Complete the information below and forward this request to travelcostcomparison@uky.edu. Upon receiving the historical airfare cost comparison from Travel Services, please attach it to the TRIP Travel Expense Report as support documentation and adjust airfare reimbursement as advised on the form. Historical airfare cost comparison requests may take up to three weeks to process.

Traveler Name: _____

Business Destination (city): _____

Actual Travel Date of Departure: _____/_____/_____

Beginning Date & Time of First Business Event: _____/_____/_____ _____ a.m. or p.m.

Ending Date & Time of Last Business Event: _____/_____/_____ _____ a.m. or p.m.

Actual Travel Date of Return: _____/_____/_____

Requested By: _____ Department: _____

Email Address: _____ Phone: _____

Traveler's Signature (required):_____ Date: ____/____/____

For Travel Services Use Only