

UNIVERSITY *of* FLORIDA



TRAVEL & PCARD SYSTEM

Cost Comparisons

October 14, 2025

AGENDA

- Announcements & Reminders:
 - New Concur Expense Module User Interface
 - Travel Requests-Pre trip Approval
- UF Directives on Cost Comparisons
- Required Documentation
- Established Exceptions & the Exception Process
- How to Create a Cost Comparison
- Demo & Questions (if time permits)

HOUSEKEEPING

- Slides will be provided in the chat
- Recordings can be viewed on our [website](#)
- Instruction Guides are located on HR's [Toolkit website](#)



Announcements & Reminders

New Expense Report User Interface (UI)

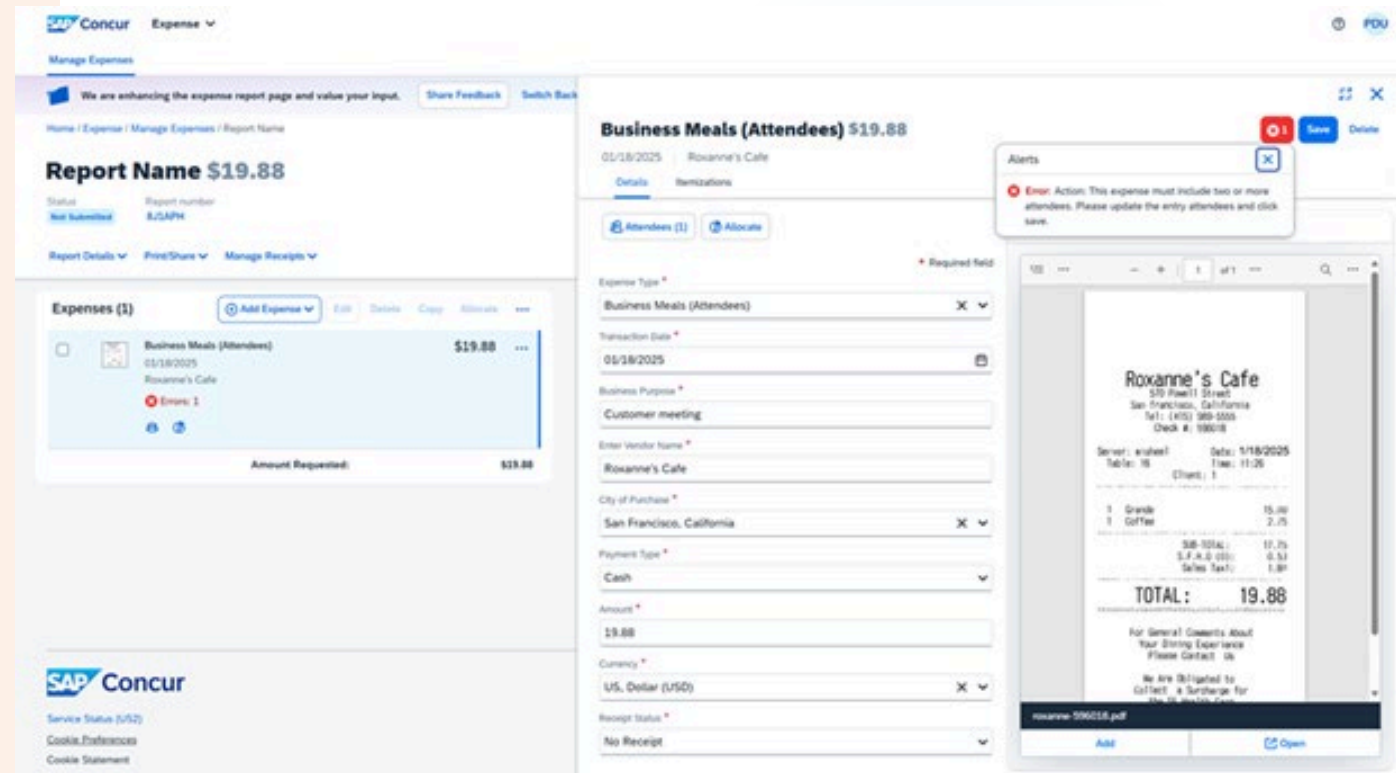
Introducing the New Concur Expense Report UI

- SAP Concur is updating the user interface (UI) for Expense Reports
- Why?
 - Address user pain points around cumbersome navigation, overwhelming alert messages, slowness, and too many clicks to complete tasks
 - Support accessibility and modern design standards to improve usability of the UI
 - Increase user satisfaction by reducing the time it takes to add, view, update, & submit expenses
- When? **October 15**

New Expense Report User Interface (UI)

Features & Benefits

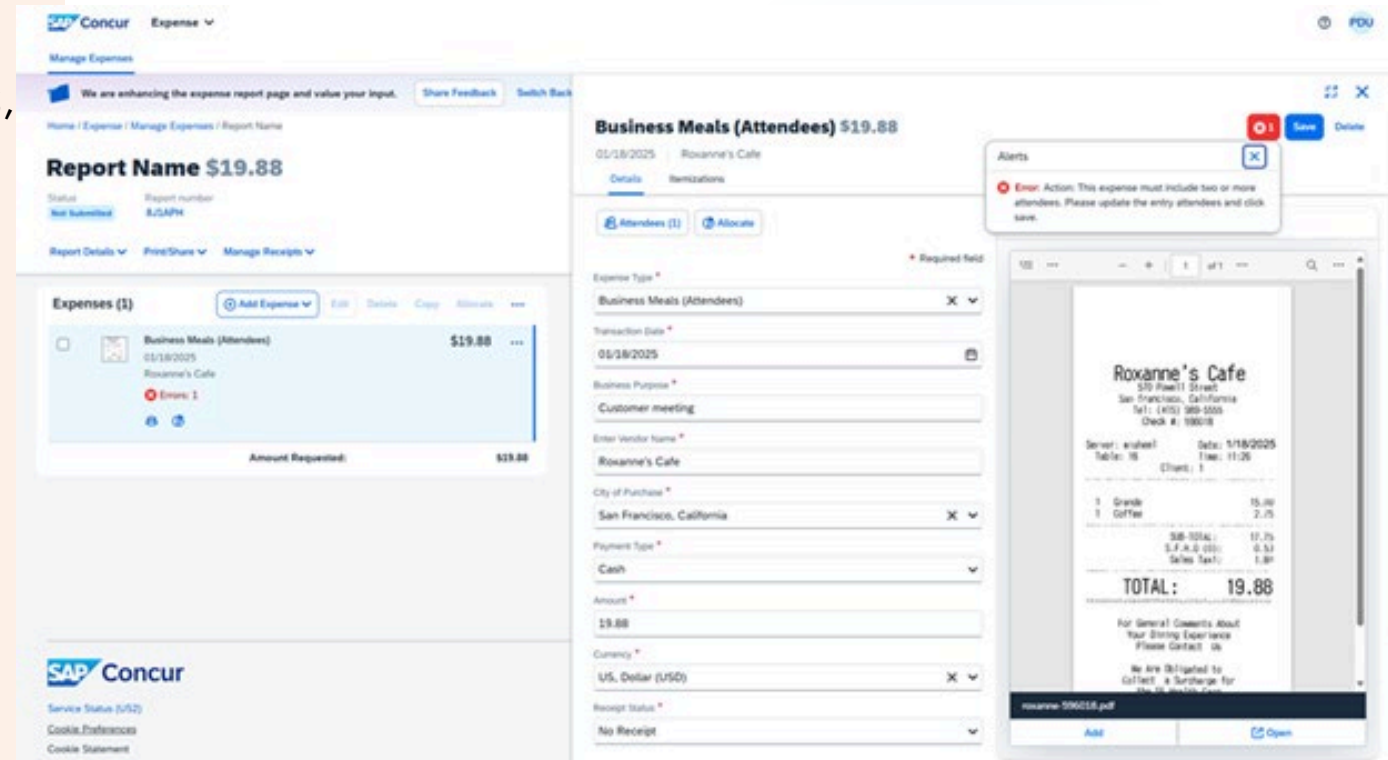
- Typography design enhancements for a cleaner and more modern look
- Streamlined side-by-side display of the receipt image, expense details, and list of expenses for easier viewing
- New loading states to minimize full page reloads
- Re-designed alert messages to make them less overwhelming



New Expense Report User Interface (UI)

Features & Benefits

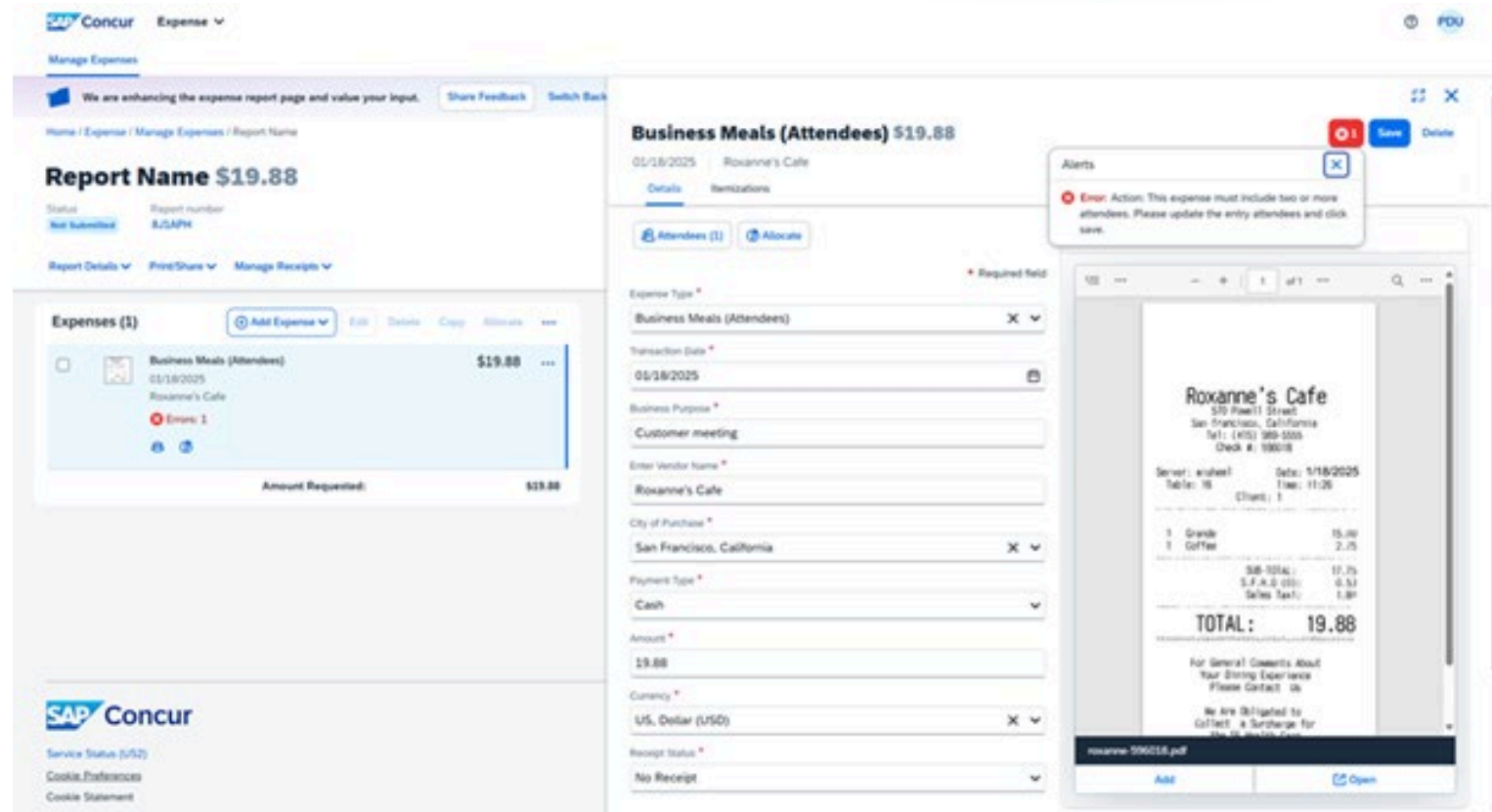
- Icons with info pop-ups to quickly view additional details associated to expenses, such as attendees, itemizations, allocations, credit card transactions, and more
- Expandable side panel with a responsive layout that adapts to different device sizes
- Itemization flow enhancements for easier navigation and editing of parent and child entries



New Expense Report User Interface (UI)

Features & Benefits

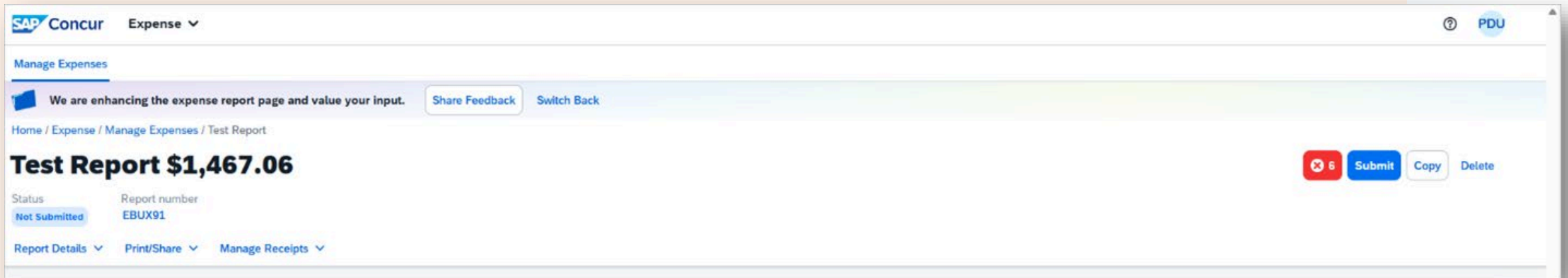
- Drag-and-drop receipt files for automating the creation of new expenses via Expenselt
- Clearer dialog messages for system errors to better explain causes and resolutions to system and connection issues



New Expense Report User Interface (UI)

How do users opt-out of the new UI?

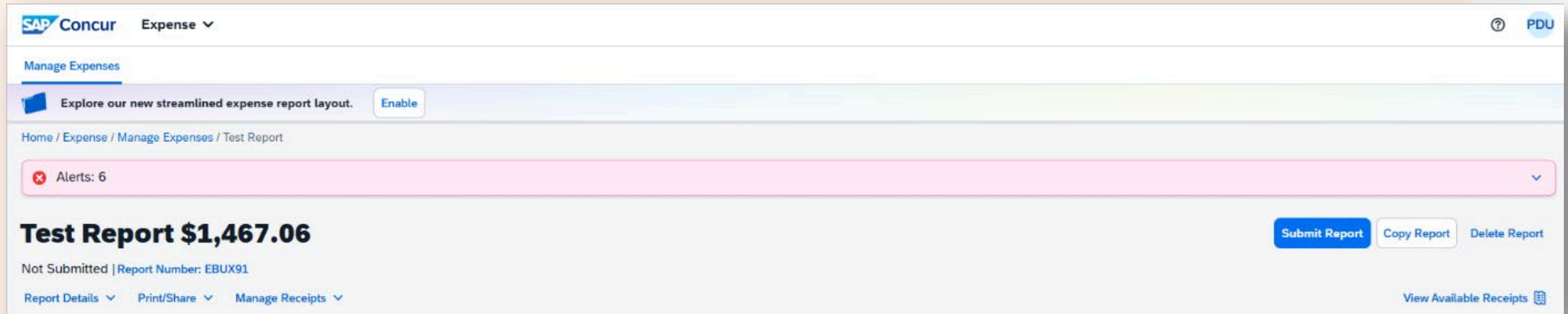
- Banner at the top of the expense report page will allow users to “Switch Back” to the classic UI
- Users can also provide feedback on the new UI to Concur



New Expense Report User Interface (UI)

How do users opt-out of the new UI?

- If user switches back to the classic UI, the banner will have an “Enable” button to re-enable the new UI



The screenshot displays the SAP Concur Expense report interface. At the top left, the SAP Concur logo and 'Expense' dropdown are visible. Below the header, there is a 'Manage Expenses' section. A prominent banner with a blue background and white text reads: 'Explore our new streamlined expense report layout.' To the right of this text is a white button labeled 'Enable'. Below the banner, the breadcrumb trail shows 'Home / Expense / Manage Expenses / Test Report'. A pink alert bar indicates 'Alerts: 6'. The main content area features a large bold heading 'Test Report \$1,467.06' and a 'Submit Report' button. To the right of the total amount are 'Copy Report' and 'Delete Report' buttons. Below the heading, it states 'Not Submitted | Report Number: EBUX91'. At the bottom, there are links for 'Report Details', 'Print/Share', and 'Manage Receipts'. In the bottom right corner, there is a link to 'View Available Receipts' with a receipt icon.

Trip Pre-Approval

Travel Requests

Reminder:

- Please ensure **Travel Requests** are completed & **fully approved** **BEFORE** the **Travel Start date!**
- Include the information below on the travel Request when applicable:
 - Primary destination listed on the header
 - *All other planned destinations* listed in the comments, or somewhere on the Request
 - All *entities* that will be visited
 - *Comp Travel expenses* (including expenses the traveler plans to pay themselves and not be reimbursed for)

Any expenditures related to locations, entities visited, conferences attended, etc., that were not listed on the Travel Request, may not be reimbursed

Trip Pre-Approval

Travel Requests

Required by Florida State Statute:

The 2025 Florida Statutes

Title X	Chapter 112	View Entire Chapter
PUBLIC OFFICERS, EMPLOYEES, AND RECORDS	PUBLIC OFFICERS AND EMPLOYEES: GENERAL PROVISIONS	
112.061	Per diem and travel expenses of public officers, employees, and authorized persons; statewide travel management system.—	

- (3) AUTHORITY TO INCUR TRAVEL EXPENSES.—
- (a) All travel must be authorized and approved by the head of the agency, or his or her designated representative, from whose funds the traveler is paid. The head of the agency shall not authorize or approve such a request unless it is accompanied by a signed statement by the traveler's supervisor stating that such travel is on the official business of the state and also stating the purpose of such travel.



[Link to State Statute](#)

Trip Pre-Approval

Travel Requests

Per UF Travel Directives:

Travel Requests and Booking

Travel Requests

Travel Requests are used to plan, organize and request approvals for University business travel, and are intended to be estimates of all anticipated costs. The Travel Request performs budget checking, encumbers funds, obtains Supervisor authorization for travel, and routes for additional review and approvals based on the nature of the trip.

All Class A and Class B business travel is to be approved in advance using a Travel Request in UF GO including trips partially or wholly paid by a third party (even when self-funded); Class C (i.e., daytrip) travel does not require a Travel Request.

Travel Directives August 16, 2024 11

Travel Requests should be completed prior to departing or making any travel arrangements, with one Request each per trip. Each Trip is defined as the entire time between departure from and return to traveler's official headquarters. Following trip completion, a [Travel Expense Report](#) which references the approved Travel Request is prepared by the Traveler or their Delegate to request reimbursement and release funds encumbered by the Travel Request.



[Link to
Travel
Directives](#)

Cost Comparisons

COST COMPARISON ~ UF DIRECTIVES

Any trip that includes costs for **upgrades**, **convenience**, and/or **personal travel** will require a **cost comparison** to ensure that the University is not paying for costs unrelated to or unallowable on official UF business.

[Click here to access the Travel Directives](#)

COST COMPARISON ~ UF DIRECTIVES

This includes:

- personal extended stay at the business location,
- personal deviations to a non-business location in conjunction with official business travel, as well as,
- non-reimbursable travel upgrades

University Travelers or their Delegates should **obtain a cost comparison** through **UF GO's online booking tool or the University's authorized travel agent (WTS) at time of booking** to validate the reimbursable portion of the business-only equivalency of the fare.

This cost comparison is to be included as supporting documentation on the Travel Expense Report when personal travel and/or upgrades are included.

COST COMPARISON ~ UF DIRECTIVES

Cost comparison supporting documentation should:

- Represent the cost of the most direct route to and from the business location for the days of business travel only (**i.e., reflect the business trip as though no personal travel is included**)
- Select the least expensive airfare within the main cabin class (e.g., economy, coach) (Unless an upgrade is allowed, then choose the allowable class)
- Not be limited to results from a particular carrier or number of stops

Note: If an airline automatically grants an air class upgrade based on traveler status and there is no cost to the University, the Traveler should still provide a cost comparison and attach it to the Expense Report.

COST COMPARISON ~ UF DIRECTIVES

Established Exceptions

At times, it may be impractical to use the booking tools offered by the University due to system limitations. Alternate booking outside of UF GO or with the University's authorized travel agent may be permissible for reimbursement for documented instances, including when:

- A **hotel offers a discount code** to be used with a **conference block** where a hotel website must be used to enter the code directly
- **Rental properties** (AirBnB, Vrbo, campgrounds, etc.) that cannot be found in the booking tool result in lowest cost to the University, **a cost comparison should be included with expense report**
- Air travel or lodging accommodations **to a location where Authorized Travel Agent cannot provide support** (ex. travel to a remote location and cash-based economies)
- A **University Traveler uses miles/points to upgrade the airfare** from coach/lowest cost to their preferred airfare class and this results in a less expensive airfare ticket than the amount the University would have paid for coach/lowest cost, **a cost comparison should be included with expense report**

COST COMPARISON ~ UF DIRECTIVES

Established Exceptions continued

- **A contract** has been processed and **signed through Procurement Services** (i.e. group block for hotels)

If a guest (non-profiled traveler) is booking their own business travel, they are not required to use the booking tool.

When an **Established exception** applies, **documentation of the exception** (comments/ email, etc.) is required on the Travel Expense Report, **but the Booking Tool Exception Form is not required.**

Violation of this directive may result in delay or denial of expense reimbursement, loss of approver/delegate responsibility, restitution for personal/unallowable PCard charges, and/or disciplinary action, up to and including termination of employment.

**Let's
Simplify
this!**

WHY A COST COMPARISON REQUIRED?

To ensure that UF is only paying for business expenses and to ensure compliance with UF Directives.

Situations when cost comparisons are required:

1. **Personal travel** is included with a business trip
2. Requests to book **outside of the booking tool/ not with World Travel Service (WTS)**

Cost Comparisons are required when requesting to book **airfare, hotels, or rental cars** outside of the Concur Booking Tool, either due to a 20% cost differential or for any reason where cost is a factor.

WHAT ARE YOU COMPARING?

Personal Travel	Exception to Booking Tool
Comparison Between:	Comparison Between:
The least expensive direct flight which shows prices for only the <u>business travel dates</u> . Created using the UF GO Booking Tool or by calling WTS	The least expensive direct flight created using the UF GO Booking Tool or by calling WTS
VS.	VS.
The flight that was actually booked for your trip, which includes personal travel days (i.e., several days before and/or after the business portion of the trip).	The flight that you are requesting to book which was found outside of the UF GO booking tool (i.e. directly with the airline).

The Traveler will be reimbursed the lesser amount

WHEN TO COMPLETE A COST COMPARISON

Cost comparisons are most accurate when completed at the same time the trip is booked.

When a cost comparison is not completed at the time of booking, or it doesn't provide all the required information, the cost comparison will have to be created after the fact.

ESTABLISHED EXCEPTIONS

Exception Reasons	Exception Form Required?	Cost Comparison Required?	Financial Accountable Officer Approval Required?
Conference Hotel Discounted Rate	No	No	No
Airbnb, VRBO, Campgrounds and other rental properties not found in the booking tool and result in at least a 20% cost savings	No	Yes	No
Air travel to a remote international location & WTS is not able to book	No	No	No
Traveler books through airline to use miles / points for upgrade (*The value of the miles/points won't be reimbursed)	No	Yes	No
A contract has been processed and signed through Procurement Services (i.e. group block for hotels)	No	No	No
Guests who prefer to book their own trip	No	No	No

* Any time an established exception is used, choose the relevant exception in the “Reservation Source” on the expense drop down and add additional comments when additional information provides clarification

BOOKING TOOL EXCEPTION PROCESS

Additional Exceptions

Every effort should be made to use the University booking tool or by calling or emailing World Travel Service. In cases not covered by the Established Exceptions listed above, follow the procedures outlined in the UF GO Booking Tool Exception Process document.

[UF GO Booking Tool Exception Process](#)

[Booking Tool Exception Form](#)

Exception Reasons	Exception Form Required?	Cost Comparison Required?	Financial Accountable Officer Approval Required?
More than 20% cost savings	No	Yes	No
Other Reason (Any other reason. Not an Established Exception and not a cost savings.)	Yes	May be required, if relevant	Yes

HOW TO COMPLETE A COST COMPARISON

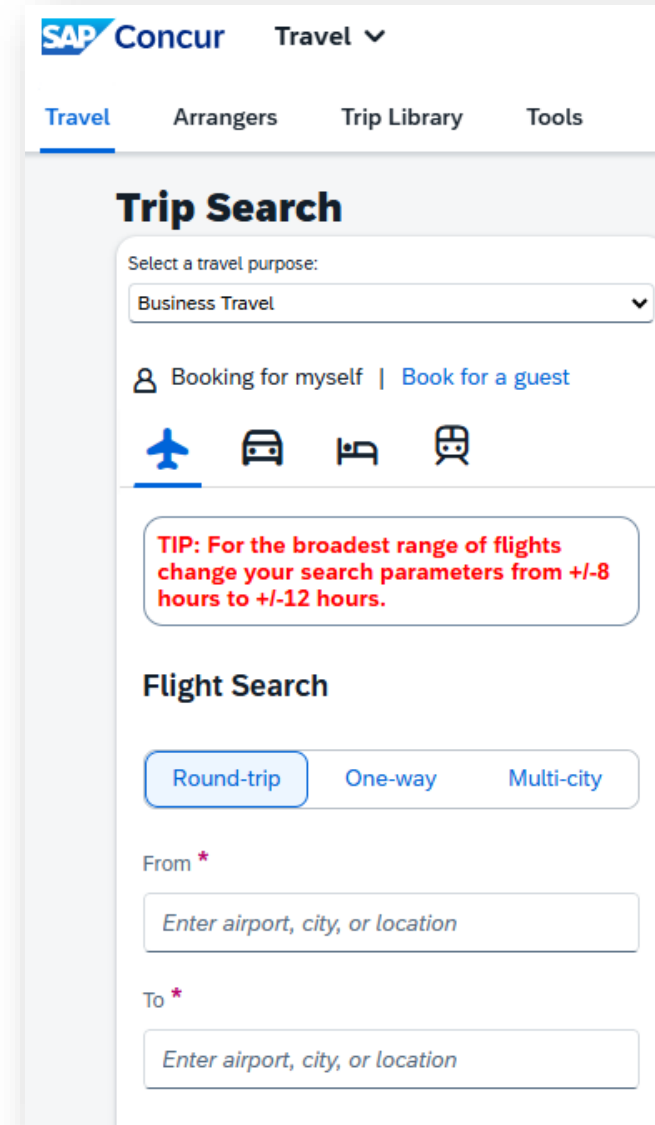
STEPS

Log into UF GO

Enter Business Travel as the purpose

Enter the From and To locations as well as the dates that are for **BUSINESS TRAVEL only.**

This should be how the traveler would have traveled if personal travel was not included during the trip



HOW TO COMPLETE A COST COMPARISON

REVIEW THE
LEAST COST
LOGICAL FAIR
OPTIONS

Departing Flight

Gainesville (GNV) - London, GB (LHR) Departure Date: Monday, March 9, 2026 [Edit Search](#)

[All Filters](#) [Matrix](#) [Number of Stops](#) [Carriers](#) [Time](#)

125 of 125 Flights

Best flights for you ?

American Airlines

3:47 PM - 7:20 AM⁺¹ GNV - LHR • 1 Stop CLT • 11h 33m

[Recommended](#) [Fly America Act](#) [More Preferred](#) [1164kg CO2e](#) [Economy](#)

★ \$957

Least Cost Logical ✕

Your company recommends this option. It's the lowest priced fare in Economy class that meets your travel needs.

HOW TO COMPLETE A COST COMPARISON

REVIEW THE
LEAST COST
LOGICAL FAIR
OPTIONS

CLICKING ON “POLICY”
GIVES MORE CHOICES

Departing Flight
Gainesville (GNV) - London, GB (LHR) Departure Date: Monday, March 9, 2026 [Edit Search](#)

[All Filters](#) [Matrix](#) [Number of Stops](#) [Carriers](#) [Time](#) [Flexibility](#) [Least Cost Logical Fares](#) [Class of Service \(3\)](#) [Clear](#)

7 of 125 Flights

Best flights for you

American Airlines 3:47 PM - 7:20 AM⁺¹ GNV - LHR · 1 Stop CLT · 11h 33m ✦ Recommended Fly America Act More Preferred 1164kg CO2e	Basic Economy Round-trip ★ \$957
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Policy

- In-policy Fares
- Least Cost Logical Fares

HOW TO COMPLETE A COST COMPARISON

REVIEW THE LEAST COST LOGICAL FAIRS

YOU CAN ALSO EXCLUDE CLASSES OF SERVICE IF THE FLIGHT DOES NOT QUALIFY FOR AN UPGRADE

Departing Flight
Gainesville (GNV) - London, GB (LHR) Departure Date: Monday, March 9, 2026 [Edit Search](#)

[All Filters](#) [Matrix](#) [Number of Stops](#) [Carriers](#) [Time](#) [Flexibility](#) [Policy](#) [Class of Service \(3\)](#) [Clear All](#)

125 of 125 Flights

Best flights for you

Flight	Basic Economy	Premium Economy	Flagship Business
American Airlines 3:47 PM - 7:20 AM ⁺¹ GNV - LHR • 1 Stop CLT • 11h 33m Recommended Fly America Act More Preferred 1164kg CO2e	Round-trip ★ \$957	Round-trip \$1,972	
American Airlines 6:02 PM - 9:15 AM ⁺¹ GNV - LHR • 1 Stop CLT • 11h 13m Recommended Fly America Act More Preferred 1178kg CO2e	Round-trip ★ \$957	Round-trip \$1,972	Round-trip \$10,404
American Airlines 8:12 PM - 12:00 PM ⁺¹ GNV - LHR • 1 Stop CLT • 11h 48m Recommended Fly America Act More Preferred 1178kg CO2e	Round-trip ★ \$957	Round-trip \$1,972	Round-trip \$10,404

All flights

Flight	Basic Economy	Premium Economy	Flagship Business
American Airlines 6:02 PM - 9:15 AM ⁺¹ GNV - LHR • 1 Stop CLT • 11h 13m	Round-trip	Round-trip	Round-trip

Class of Service

- Economy
- Premium Economy
- Business
- First

HOW TO COMPLETE A COST COMPARISON

WHEN YOU CLICK ON A ROW OF FLIGHTS, ALL OF THE FAIRS FOR THAT FLIGHT WILL BE VISIBLE.

WE WOULD LIKE TO SEE THIS SCREEN

Departing Flight

Gainesville (GNV) - London, GB (LHR) Departure Date: Monday, March 9, 2026 [Edit Search](#)

[All Filters](#) [Matrix](#) [Number of Stops](#) [Carriers](#) [Time](#) [Flexibility](#) [Policy](#) [Class of Service \(3\)](#) [Clear All](#) [Sort by Recommended](#) [Show Details](#)

125 of 125 Flights Round-trip fares include taxes and fees. Additional fees will be shown at checkout.

Best flights for you

American Airlines

3:47 PM - 7:20 AM⁺¹ 1 Stop CLT • 11h 33m
Arrival Date: March 10

[GNV - CLT](#) [CLT - LHR](#)

3:47 PM • Gainesville Regional Airport
American Airlines AA 5996
Operated by PIEDMONT AIRLINES AS AMERICAN EAGLE
Duration: 1h 38m
Embraer RJ145
[Preview Seat map](#)

5:25 PM • Charlotte Douglas International Airport
Layover: 2h 5m

[Recommended](#) [Fly America Act](#)

[More Preferred](#) [1164kg CO2e](#)

Economy NDC	Economy	Economy	Economy NDC
Basic Economy	Main Cabin	Main Cabin Flexible	Main Plus
<ul style="list-style-type: none">Seat information unavailableCarry-on policy unavailableNonrefundable No advanced changes allowed1164kg CO2e	<ul style="list-style-type: none">Seat information unavailableCarry-on policy unavailableNonrefundable Free advanced changes1164kg CO2e	<ul style="list-style-type: none">Seat information unavailableCarry-on policy unavailableFully refundable Free advanced changes1164kg CO2e	<ul style="list-style-type: none">Seat information unavailableCarry-on policy unavailableNonrefundable Free advanced changes1164kg CO2e
Round-trip ★ \$957	Round-trip 🔄 \$1,122	Round-trip 🔄 \$1,331	Round-trip \$1,429
Fare Details Select Fare	Fare Details Select Fare	Fare Details Select Fare	Fare Details Select Fare

American Airlines

6:02 PM - 9:15 AM⁺¹ GNV - LHR • 1 Stop CLT • 11h 13m

[Recommended](#) [Fly America Act](#) [More Preferred](#)

[1178kg CO2e](#)

Basic Economy	Premium Economy	Flagship Business
Round-trip ★ \$957	Round-trip 🔄 \$1,972	Round-trip 🔄 \$10,404

HOW TO COMPLETE A COST COMPARISON

Documenting the cost comparison accurately is VERY important.

Include these items are on your documentation:

- **Date the cost comparison was obtained**
- **Dates of business travel**, including the allowable travel days before and after the trip
- **To and From location**
- **Airfare Class for each leg of the flight**
- **Times of departure/arrival** (these should be reasonable, i.e. don't compare a flight that leaves in the late evening to one that leaves in the morning).
- **Total cost of the flight(s)**



HOW TO COMPLETE A COST COMPARISON

Documenting the cost comparison accurately is VERY important.

FOR THE COMPARISON TO
BE WELL DOCUMENTED, WE
NEED ALL RELEVANT
INFORMATION.

TAKE MULTIPLE
SCREENSHOTS

INCLUDE THE DATE FROM
YOUR COMPUTER

Departing Flight
Gainesville (GNV) - London, GB (LHR) | Departure Date: Monday, March 9, 2026 | Edit Search

125 of 125 Flights | Round-trip fares include taxes and fees. Additional fees will be shown at checkout.

Best flights for you

	Economy (NDC) Basic Economy	Economy Main Cabin	Economy Main Cabin Flexible	Economy (NDC) Main Plus
Seat information	Unavailable	Unavailable	Unavailable	Unavailable
Carry-on policy	Unavailable	Unavailable	Unavailable	Unavailable
Refundability	Nonrefundable No advanced changes allowed	Nonrefundable Free advanced changes	Fully refundable Free advanced changes	Nonrefundable Free advanced changes
CO2e	1164kg	1164kg	1164kg	1164kg
Price	Round-trip \$957	Round-trip \$1,122	Round-trip \$1,331	Round-trip \$1,429

Flight Details (American Airlines):
3:47 PM - 7:20 AM⁺¹ | 1 Stop CLT | 11h 33m
Arrival Date: March 10
GNV - CLT | CLT - LHR
3:47 PM • Gainesville Regional Airport
American Airlines AA 5996
Operated by PIEDMONT AIRLINES AS AMERICAN EAGLE
Duration: 1h 38m
Embraer RJ145
5:25 PM • Charlotte Douglas International Airport
Layover: 2h 5m
Recommended | Fly America Act | More Preferred | 1164kg CO2e

Flight Details (American Airlines):
6:02 PM - 9:15 AM⁺¹ | GNV - LHR | 1 Stop CLT | 11h 13m
Recommended | Fly America Act | More Preferred | 1178kg CO2e

Fare Comparison (Bottom Row):
Basic Economy: Round-trip \$957
Premium Economy: Round-trip \$1,972
Flagship Business: Round-trip \$10,404

HOW TO COMPLETE A COST COMPARISON

Documenting the cost comparison accurately is VERY important.

FOR THE COMPARISON TO
BE WELL DOCUMENTED, WE
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TAKE MULTIPLE
SCREENSHOTS

INCLUDE THE DATE FROM
YOUR COMPUTER

Departing Flight

Gainesville (GNV) - London, GB (LHR) Departure Date: Monday, March 9, 2026 [Edit Search](#)

All Filters Flight Number Matrix Number of Stops Carriers Time Flexibility Policy Class of Service (4) Clear All Sort by Recommended Show Details

141 of 141 Flights Round-trip fares include taxes and fees. Additional fees will be shown at checkout.

Best flights for you

Flight Details	Basic Economy	Main Cabin	Main Cabin Flexible	Main Plus
<p>American Airlines</p> <p>3:47 PM - 7:20 AM⁺¹ 1 Stop CLT - 11h 33m</p> <p>Arrival Date: March 10</p> <p>GNV - CLT CLT - LHR</p> <p>3:47 PM • Gainesville Regional Airport</p> <p>American Airlines AA 5996</p> <p>Operated by PIEDMONT AIRLINES AS AMERICAN EAGLE</p> <p>Duration: 1h 38m</p> <p>Embraer RJ145</p> <p>Preview Seat map</p> <p>5:25 PM • Charlotte Douglas International Airport</p> <p>Layover: 2h 5m</p> <p>Recommended Fly America Act</p> <p>More Preferred 1164kg CO2e</p>	<p>Economy NDC</p> <p>Basic Economy</p> <p>Seat information unavailable</p> <p>Carry-on policy unavailable</p> <p>Nonrefundable</p> <p>No advanced changes allowed</p> <p>1164kg CO2e</p> <p>Round-trip</p> <p>★ \$957</p> <p>Fare Details Select Fare</p>	<p>Economy</p> <p>Main Cabin</p> <p>Seat information unavailable</p> <p>Carry-on policy unavailable</p> <p>Nonrefundable</p> <p>Free advanced changes</p> <p>1164kg CO2e</p> <p>Round-trip</p> <p>\$1,122</p> <p>Fare Details Select Fare</p>	<p>Economy</p> <p>Main Cabin Flexible</p> <p>Seat information unavailable</p> <p>Carry-on policy unavailable</p> <p>Fully refundable</p> <p>Free advanced changes</p> <p>1164kg CO2e</p> <p>Round-trip</p> <p>\$1,331</p> <p>Fare Details Select Fare</p>	<p>Economy NDC</p> <p>Main Plus</p> <p>Seat information unavailable</p> <p>Carry-on policy unavailable</p> <p>Nonrefundable</p> <p>Free advanced changes</p> <p>1164kg CO2e</p> <p>Round-trip</p> <p>\$1,400</p> <p>Fare Details Select Fare</p>

American Airlines Basic Economy Premium Economy Flagship Business

2:01 PM 10/14/2025

HOW TO COMPLETE A COST COMPARISON



World Travel Services (WTS) is the University of Florida's Travel Management Company and authorized travel agent.

Cost Comparisons can also be completed by calling or emailing WTS. Ask the agent to email you the airfare, hotel, or rental car quote that best meets policy.

ufl.travel@worldtrav.com

865-288-1901 (After hours code: **S-5CWK**)

OTHER COST-RELATED CONSIDERATIONS

Checked Baggage – Do both comparisons include a checked bag or just a carryon?

Refundability – Are both comparisons refundable?

Airfare Discounts – UF receives discounts from some airlines. This discount is not applied until just before the system issues the ticket.



Demo

Questions?

CONTACT US!

Contact Form: [PCard and Travel Support](#)

UF Travel Department: 352-294-1114

UF PCard Team: 352-392-1331

We are happy to help!

