

UNIVERSITY *of* FLORIDA



TRAVEL & PCARD SYSTEM

Cost Comparisons-Follow up

December 10, 2025

AGENDA

- Reminder: Travel Request must be fully approved before trip
- UF Directives on Cost Comparisons
- Required Documentation
- Established Exceptions & the Exception Process
- How to Create a Cost Comparison
- Demonstration & Questions

HOUSEKEEPING

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



**Reminder: Ensure Travel
Requests are approved
before travel begins**

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 per the UF Travel Directives

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** utilizing **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.

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

BOOKING TOOL EXCEPTION PROCESS

Authorized Signatory for the Exception Form

We require the [Booking Tool Exception Form](#) to be signed by each unit or college's **Financial Accountable Officer**.

This person is often the highest ranking or Chief Business Officer for their Unit. They are usually at the college or dean's office level.

The exception form should not be signed by the Departmental Cost Object Approver for UF GO.

CFO Financial Accountable Officer description and resource for FAOs:
[Accountable Officers | CFO Division](#)

Why, When, What and How to create a Cost Comparison

**Why is a
Cost Comparison
required?**

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.

**When should you
create a
Cost Comparison?**

WHEN TO COMPLETE A COST COMPARISON

Cost Comparisons should be created at the same time the trip is booked

WHEN TO COMPLETE A COST COMPARISON

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

- Creating the cost comparison after the fact should be a LAST RESORT.
- Cost comparisons created after the fact are not as accurate as if it was created at the time of booking.

**What are you
comparing?**

WHAT ARE YOU COMPARING?

Personal Travel	Exception to Booking Tool
Comparison Between:	
<p>The most direct, efficient, and cost-effective travel option for the business travel dates only, within the allowable cabin that <u>you anticipate booking</u>.</p> <p>The comparison should be generated BEFORE booking travel. The comparison must be pulled from the UF GO Booking Tool or by contacting World Travel Service (WTS) and asking for email documentation.</p>	
VS.	VS.
The flight that is 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 or third party).

The Traveler will be reimbursed the lesser amount

WHAT ARE YOU COMPARING?

The starting point should always be the UF GO Booking Tool

Before booking travel, use the booking tool to find the most appropriate flight for the traveler. Consider cost, available funding and flight departure/arrival times, checked baggage fees and refundability, etc.

Once the traveler knows the cost of the most appropriate flight they found in the booking tool, they can either book that flight (best practice) ~ or ~ if they think they can find a flight that cost 20% less, they can look for a less expensive flight outside of the booking tool (i.e. on the airline's website or with a 3rd party like Expedia or booking.com)

WHAT ARE YOU COMPARING?

continued...

If the flight found outside of the booking tool is 20% less than the flight found in the UF GO Booking tool, then the flight that was originally found in the booking tool becomes the “**Cost Comparison.**”

The Traveler will be reimbursed the lesser of the two amounts

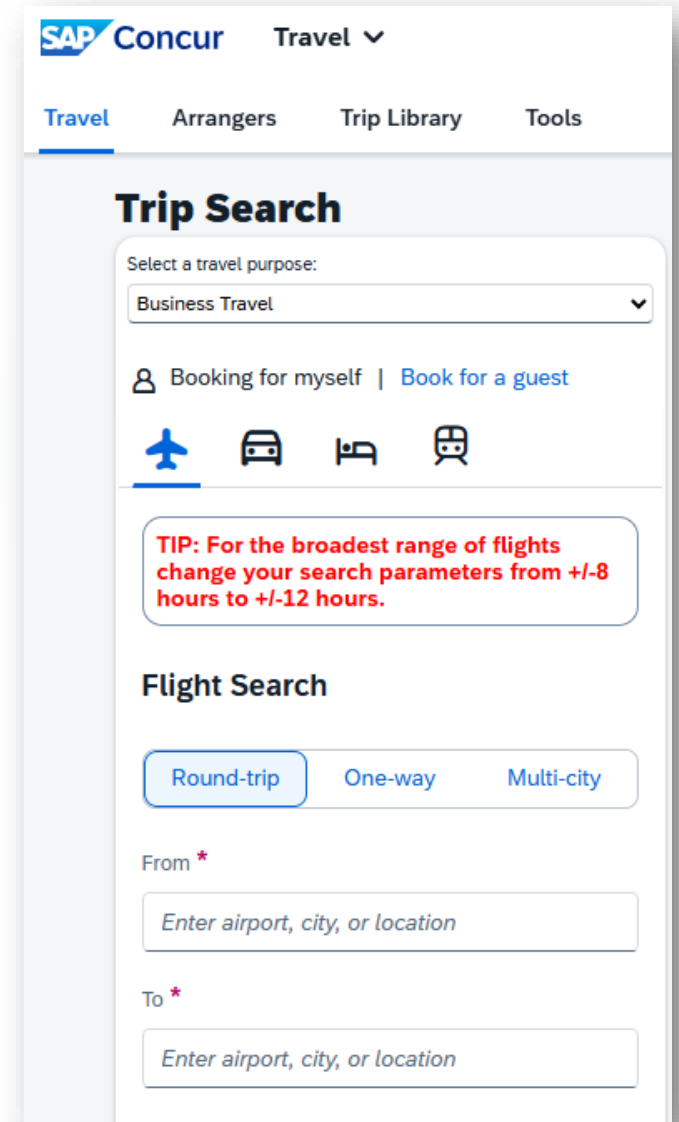
How to create a Cost Comparison

HOW TO COMPLETE A COST COMPARISON

WHEN PERSONAL TRAVEL DAYS ARE INCLUDED ON A BUSINESS TRIP

STEPS:

1. Using the UF GO booking tool, search for the most reasonable and cost effective flight that meets the traveler's needs - for the dates of business travel only.
2. Print this flight (see instructions later in presentation).
3. Search again to book the flight using the actual travel dates (including personal travel). The flight booked should match the comparison from Step # 1 in all regards except for dates of travel: number of stops, cabin class, refundability, approx. times of departure, etc.
4. To save time and effort attach the cost comparison to the report now, so it doesn't have to be done later: Utilizing the Approved Travel Request, create a Travel Report and attach this cost comparison to the report.



The screenshot displays the SAP Concur Travel interface. At the top, there is a navigation bar with 'SAP Concur' and 'Travel' dropdown. Below this is a secondary navigation bar with 'Travel', 'Arrangers', 'Trip Library', and 'Tools'. The main content area is titled 'Trip Search'. It features a dropdown menu for 'Select a travel purpose:' with 'Business Travel' selected. Below this are links for 'Booking for myself' and 'Book for a guest'. There are four icons representing different travel modes: airplane, car, train, and bus. A red tip box states: 'TIP: For the broadest range of flights change your search parameters from +/-8 hours to +/-12 hours.' Underneath is the 'Flight Search' section with three buttons: 'Round-trip' (selected), 'One-way', and 'Multi-city'. There are two input fields for 'From *' and 'To *', both with placeholder text 'Enter airport, city, or location'.

HOW TO COMPLETE A COST COMPARISON

THE UF GO BOOKING TOOL SHOWS OPTIONS THE SYSTEM BELIEVES IS THE LEAST COST LOGICAL FAIR.

THIS IS A TOOL TO USE WHILE LOOKING FOR FLIGHTS. WE DO NOT REQUIRE YOU TO BOOK THESE FLIGHTS.

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 [?](#)

Least Cost Logical [×](#)

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

American Airlines

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

[Recommended](#) [Fly America Act](#) [More Preferred](#) [1164kg CO2e](#) [★ \\$957](#)

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.

ONCE YOU'RE AT THE REVIEW AND BOOK PAGE:

-RIGHT CLICK AND CHOOSE PRINT

-SAVE AS A PDF

-ATTACH PDF TO THE REPORT

The screenshot displays the SAP Concur 'Review and Book' interface. On the left, under 'Flight Itinerary', there are two round-trip flights: one on Saturday, February 7, 2026, from Orlando, FL (MCO) to Sydney, NSW (SYD) on Delta DL 758, DL 43; and another on Saturday, February 14, 2026, from Sydney, NSW (SYD) to Orlando, FL (MCO) on Delta DL 40, DL 482. On the right, the 'Estimated Total Cost' is \$2,312.83, broken down into Base Fare (\$1,850.00) and Taxes, fees & charges (\$462.83). A context menu is open over the page, showing options like Back, Refresh, Save as, Print, and Visual Search.

HOW TO COMPLETE A COST COMPARISON

Proving the Cost Comparison in this format shows all the relevant information needed to compare to the flight that was actually booked

Print ?
Total: 2 pages

Printer
Save as PDF ▼

Layout
 Portrait
 Landscape

Pages
 All
 Odd pages only
 Even pages only
 e.g. 1-5, 8, 11-13

More settings ▼
Print using system dialog... (Ctrl+Shift+P)

Save **Cancel**

SAP Concur HN

Review and Book

Flight Itinerary

Round-trip

Saturday, February 7, 2026
Orlando, FL (MCO) - Sydney, NSW (SYD)
4:58 PM - 6:50 AM¹ 1 Stop Duration: 21h 52m
▲ Delta DL 758, DL 43
[More Preferred](#)

Saturday, February 14, 2026
Sydney, NSW (SYD) - Orlando, FL (MCO)
10:40 AM - 3:35 PM 1 Stop Duration: 20h 55m
▲ Delta DL 40, DL 482
[More Preferred](#)

[View Flights and Fare Details](#)

Traveler Information

Traveler information is based on your SAP Concur profile. Your information and any information you complete below will be shared with the travel provider to complete the booking process. Please ensure your name below matches what is on your government issued ID.

Name on Reservation Heather Jodee Nichols	Phone * +1-352-258-0768 ▼
Email hnich13@ufl.edu	Frequent Traveler Account Delta SkyMiles →→→ 33 ▼

Advance Details

Date of Birth * **/****	Gender * Female (F) ▼
DHS Redress ?	Known Traveler Number ?

Save to Profile

Some fields cannot be linked with your Concur profile.

[Add Frequent Traveler Account](#) [Edit Information](#)

Estimated Total Cost **\$2,312.83**

Base Fare	\$1,850.00
Taxes, fees & charges ▼	\$462.83

Payment
Please be sure to select the correct credit card for your booking.
Form of Payment *
Select a payment ▼
[Add Payment Method](#)

I have read and accept the rules and restrictions and policies. I authorize SAP Concur to share my Traveler information and preferences with the travel provider.

Flight Fare Rules and Restrictions

Hazardous Materials Restrictions

You have selected a non-refundable fare. Review the rules and restrictions for more details.

Book and Continue

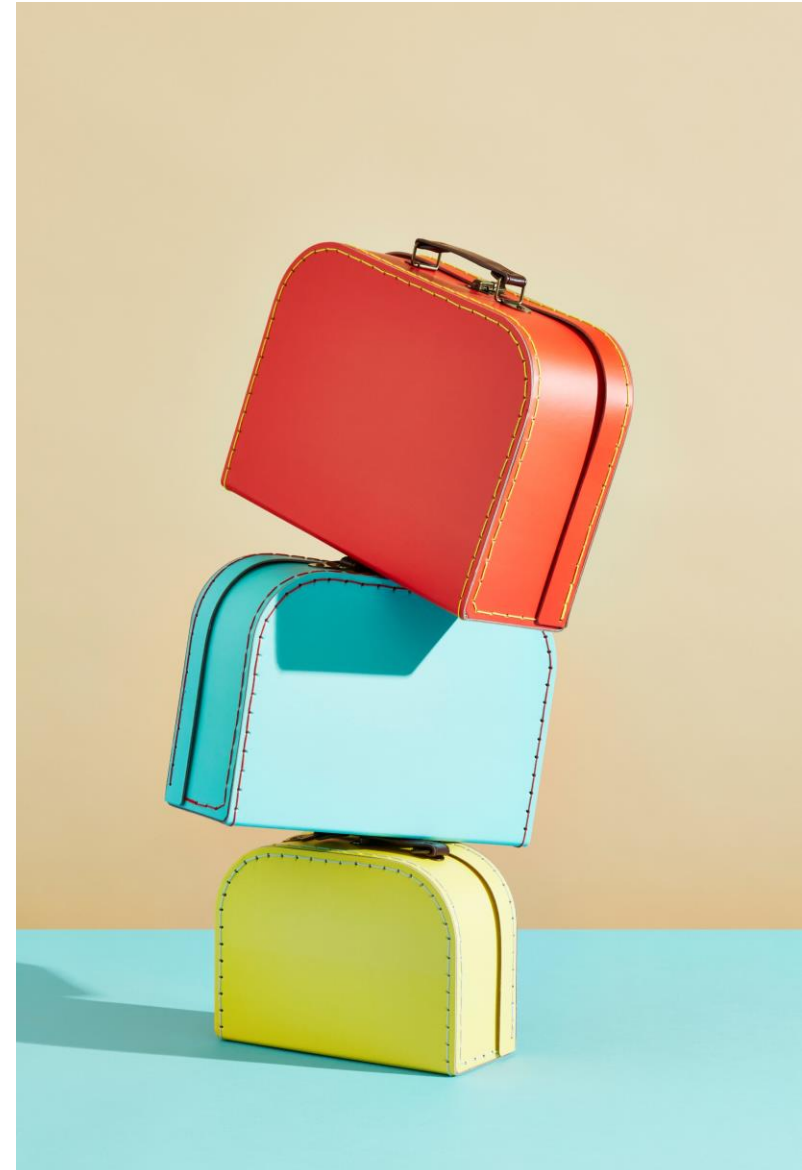
[Change Selections](#)

OTHER COST-RELATED CONSIDERATIONS

When comparing the flight found in the booking tool to another platform, please consider these expenses in the total cost:

Checked Baggage – Are checked bags included in the cost or is that an additional expense?

Refundability – Are both flights refundable?



Demo

Questions?

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)

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!

