**How to obtain a valid Cost Comparison**

**Cost Comparison is required when:**

**(1) purchasing airfare through a vendor other than Concur, AAA, or Avant,**

**(2) choosing personal/rental car travel over airfare,**

**(3) combining personal and business travel (cost comparison should reflect the business portion of the trip only)**

Although the University prefers that all business travel arrangements be made through UK Travel, travelers have the option of using an alternate vendor if the guidelines listed below are followed. You will also need a valid cost comparison for the business portion of your travel if (1) personal time is combined with business travel, (2) if you choose to travel by personal or rental car rather than airfare.

**Failure to submit a valid cost comparison will result in no reimbursement.**

* When purchasing airfare through an alternate vendor, remember it must be purchased using personal funds. Airfare from an alternate vendor cannot be charged to the department procard. A cost comparison is needed for reimbursement.
* For combined personal/business travel, the valid cost comparison should be completed using the business dates of travel only. Combined personal/business travel cannot be charged to the department procard.
* For car travel instead of airfare, a valid cost comparison needs to show the comparable rate for the dates of car travel.

**Cost Comparison Requirements:**

* The cost comparison must be the first page of available itineraries/airfares from Concur, which also shows the search parameters used and the airline matrix across the top of the screen.
* The cost comparison must be printed on the same day as the ticket is purchased, and must be date-stamped to show this. Cost comparisons used to substantiate car travel need to be obtained at the time airfare would normally have been booked, or at least three weeks prior to the date of the trip.
* The cost comparison must show a listing of itineraries/airfares for the same dates of travel, the same travel destinations, and the same times of departure as shown on the ticket purchased from the alternate travel vendor.
* If you are running a cost comparison for a combined personal/business trip, the cost comparison must show a listing of itineraries/airfares for the business dates of travel only.
* Print from your browser (**do not use the print/email function on Concur**) to include all information requested. The print function in Concur often cuts off necessary information. Printing from your browser ensures that you have all the information needed.
* If an air plus hotel or car "package" was purchased through an alternate vendor, then the appropriate cost comparisons for the air as well as the hotel or car must be secured from Concur.
* For multi-destination foreign travel, the valid cost comparison may be obtained from AAA or Avant Travel full service agents, as booking tools may not offer the best fares for these itineraries.
* The original ticket receipt showing the ticket number, date of issue, name of vendor, complete itinerary, form of payment, and amount of the charge, including service fees, is submitted for reimbursement after the trip is completed.
* Reimbursement of the alternate vendor’s service fees is limited to the service fees established by UK Travel: $9 for an online ticket; $29 for an agent-assisted domestic ticket; and $39 for an agent-assisted international ticket.
* For additional information regarding the use of alternate vendors, visit the Travel Management Services web site for alternate vendors at http://www.uky.edu/Travel/alternate.html.