

**OFFICE OF THE TREASURER
TRAVEL SERVICES**

REQUEST FOR HISTORICAL AIRFARE COST COMPARISON

- Note:** Per BPM E-5-1, policy requires a valid airfare cost comparison when a traveler elects to:
- a.) Purchase an airline ticket from an alternate vendor.
 - b.) Combines personal travel with business travel.
 - c.) Drive to a destination more than 400 miles from their workstation.

Complete this form ONLY when a traveler failed to run a valid cost comparison as required for the items listed above.

Please complete the information below and forward this request to: Patty Brophy, Travel Management Services, patty.brophy@uky.edu. Note: For item a.) or b.) above, please attach a copy of the actual airfare ticket receipt.

Upon receiving a historical airfare cost comparison from Travel Services, attach it to the Travel Expense Report and resubmit.

Traveler's name: _____

Business destination: _____

Date of departure: ___/___/___

Beginning date/time of business: ___/___/___ _____ a.m. _____ p.m.

Ending date/time of business: ___/___/___ _____ a.m. _____ p.m.

Date of return: ___/___/___

Requested by: _____

Email: _____

Phone: _____

Traveler's Signature (Required) _____ Date ___/___/___

For Travel Services use only.