CREATING A COST COMPARISON

- Is Personal travel included during your business trip?
- Need an exception to book outside of the booking tool?

Then you need to complete a **Cost Comparison!**

CREATING A COST COMPARISON WHEN PERSONAL TRAVEL IS INCLUDED

WHY: Including personal travel during your business trip is a nice benefit of working for the University of Florida. Since UF pays for travel expenses with a valid business purpose, a Cost Comparison is required to ensure that UF is only paying the business portion of the trip.

WHAT: A **Cost Comparison** is a comparison between:

  a. 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).

  b. **The least expensive direct flight** which shows prices for only the business travel dates. Created using the **UF GO Booking Tool**.

The traveler's reimbursement will be the **amount of the least expensive of either**: the actual amount the traveler paid for the trip which includes personal travel, or for the amount of the cost comparison.

WHEN: Cost comparisons are most accurate when completed at the **TIME OF BOOKING** your trip.

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 at a later date. ==Since prices fluctuate, it's best practice to complete the cost comparison as close the time of booking as possible.==

HOW:

STEPS

1. Log into UF GO. The SAP Concur Booking Tool is on the left side of the page.
   - Review the Booking Travel in UFGO instruction guide for detailed steps regarding logging in, navigating to the booking tool, and searching for a Flight/Train, Car or Hotel.

2. In the **Depart** and **Return** fields, select the dates you would have travelled if personal travel was not included.
   - ➢ Remember allowable travel time is:
     - ▪ 1 day before and 1 day after business travel for Domestic Trips.
     - ▪ 2 days before and 2 days after business travel for International Trips.
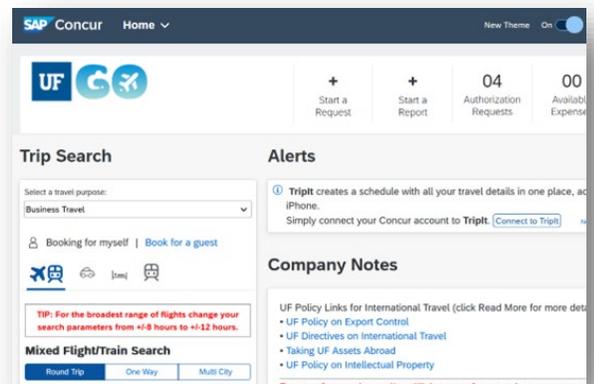
Search for a direct flight to your business location using these search terms:

a. Select a travel purpose: **Business Travel**
b. Class: **Economy class** (this is the best search option, it will show you all available fares above Economy)
c. Search by: **Price**
d. Your search should include all airlines (**do not search by a specific carrier**).

3. Click **Search**

Reasonableness: UF Travel Directives indicate that the least expensive flight should be taken. If the least expense flight is not reasonable given a traveler's schedule, a different flight is allowable. For example, the traveler does not have to choose a flight that departs in the middle of the night because it is the least expensive.

Once the search results populate, review the options. Since you've searched by price, the least expensive flights will populate first.

If there are multiple airlines and choices for the trip, you will be able to see that on the matrix. Make sure to click on "**Show matrix**" to see all of your options.

In this example, the least expensive flights are with Delta airlines for $286.20.

Trip Search

Select a travel purpose:
Business Travel

Booking for myself | Book for a guest

TIP: For the broadest range of flights change your search parameters from +/-8 hours to +/-12 hours.

Mixed Flight/Train Search

| Round Trip | One Way | Multi City |

From
JAX - Jacksonville Intl Airport - Jacksonville, FL
Find an airport | Select multiple airports

To
JFK - New York John F. Kennedy Intl Airport - New York, N
Find an airport | Select multiple airports

Depart
04/13/2024 | depart | Morning | ± 8

Return
04/18/2024 | depart | Afternoon | ± 8

☐ Pick-up/Drop-off car at airport
☐ Automatically reserve this car
☐ Find a Hotel

Class   Search by
Economy class   Price
☐ Specify a carrier
☐ Include additional refundable air fares

Search

Jacksonville, FL To New York, NY
Sat, Apr 13 - Thu, Apr 18

Show as USD

Hide matrix   Print / Email

	Delta	United	Southwest	jetBlue JetBlue	American Airlines	Multiple
All 499 results	Preferred	Preferred				
Nonstop 12 results	286.20 8 results	462.20 2 results	—	391.20 2 results	—	—
1 stop 432 results	364.70 117 results	431.70 3 results	285.96 20 results	498.70 4 results	452.21 185 results	516.70 103 results
2 stops 55 results	523.20 16 results	—	—	—	457.21 39 results	—

4. Click on "**More fares/details**" to see a list of all the available seat classes on that particular flight. If you don't click on "**More fares/details**" your cost comparison <u>will not be accurate</u> as all the seat options were not shown.

    *Review the allowable baggage and refundability of each flight as that affects the price.

PROPERLY DOCUMENT YOUR COST COMPARISON

Documenting the cost comparison accurately is <u>VERY</u> important. Make sure these items are on your documentation:

- **Date the cost comparison was obtained.** This should be the same day the flight reservation was made. If it was not created on the day the actual flight was booked, create the cost comparison as soon as possible.
- **Dates of business travel,** including the allowable travel day(s) before and after the trip.
- **To and From location**
- **Airfare Class of 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)**

PRINTING THE COST COMPARISON

STEPS

1. Click on the **Print / Email** button
2. Click on **Print Flights** or **Email Flights**
3. Choose one of those options. **(Tip**: Print Flight is formatted better than Email flight)

Jacksonville, FL To New York, NY
Sat, Apr 13 - Thu, Apr 18

Show matrix   Print / Email

Shop by Fares   Shop by Schedule

SAP Concur

Air Availability/Fare Quote

Jacksonville, FL To New York, NY
Sat, Apr 13 - Thu, Apr 18
If you selected a paid preferential seat, please contact the Airline directly to make payment to confirm your selection.

Delta				Basic Economy
11:00 AM JAX	→ 01:12 PM JFK	Nonstop	2h 12m	$286.20
07:35 AM JFK	→ 10:05 AM JAX	Nonstop	2h 30m	
				Main Cabin
				$352.25

Preferred Airline

DEPART   ✈ **Sat, Apr 13** — Jacksonville, FL to New York, NY   Hide details ⌃

Print Flights   E-mail Flights   Close

4. After the Print dialog screen pops up:

- For the printer destination, choose "**Microsoft Print to PDF**."
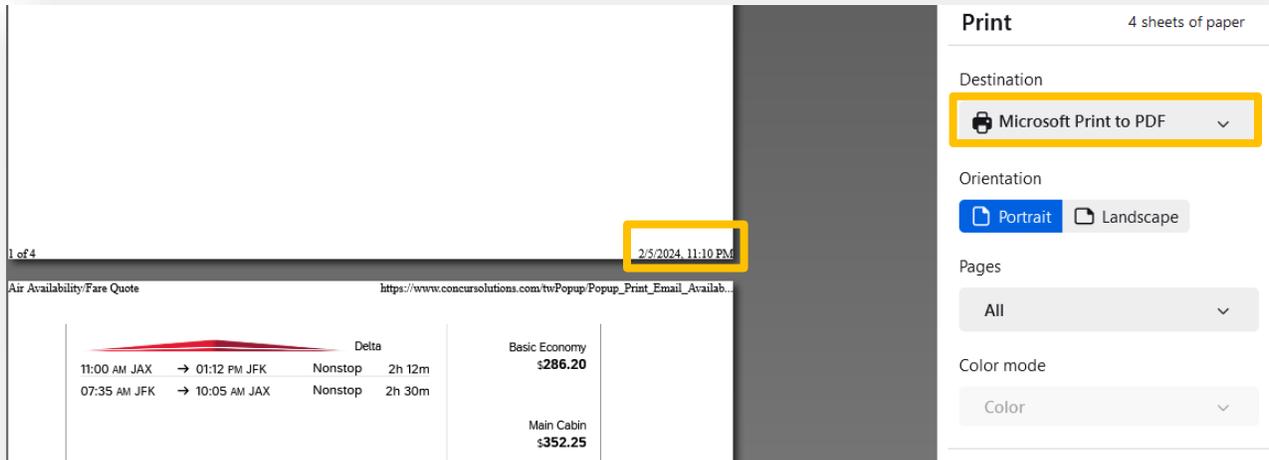
- Ensure that the **date** is displayed on the PDF. Within your print options, check the box **Print headers and footers**. This should include the date and time the cost comparison was created.
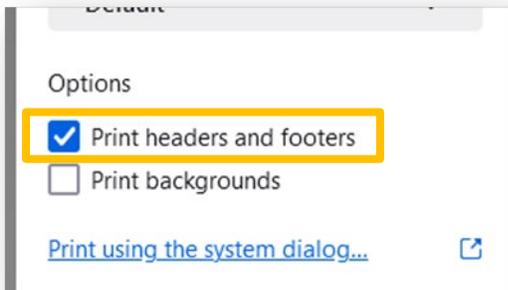
5. Attach this PDF to your Expense Report.

CREATING A COST COMPARISON FOR AN EXCEPTION TO USING THE BOOKING TOOL

WHY: Cost Comparisons are required when you are requesting to book, airfare, hotels, or rental cars outside of the Concur Booking Tool, either due to a 20% reduction in cost or for any other reason.

Calling or emailing World Travel Services, UF's Travel Management Company, is an allowable method for booking travel. It is considered the same as using the booking tool and we encourage travelers to call or email when they need assistance with booking.

Please see the Booking Tool Exception process **here**.

WHAT: A **Cost Comparison** for booking outside of the booking tool, is a comparison between:

   a. The flight that you want to book for your trip, which was found **outside of the UF GO booking tool** (i.e., directly with the airline)

   b. **The least expensive direct flight** created using the **UF GO Booking Tool or by calling World Travel Service and asking them to email you the best available flight that meets the requirements for the business travel**.

WHEN: Cost comparisons are most accurate when completed at the time of booking the trip, but if that did not happen, they have to be created after the fact.

HOW: See **STEPS** on page 1 above.

OTHER COST-RELATED CONSIDERATIONS

Checked Baggage – Look at both flight options and see how many checked bags are included. This may be the $100 difference in price from a flight in the booking tool and one outside the booking tool.

Refundability – Refundable flights are more expensive than non-refundable, so make sure that you are comparing flights that are both refundable or non-refundable.

FOR ADDITIONAL ASSISTANCE

Technical Issues	**Travel Policies and Directives**	**PCard Policies & Questions**
The UF Computing Help Desk	Travel Office	PCard Team
352-392-HELP	352-392-1241	352-392-1331
helpdesk.ufl.edu	travel@ufl.edu	pcard@ufl.edu