

**Request for Historical Airfare Cost Comparison**

[BPM E-5-1 Reimbursement of Travel Expenses](#) requires a valid airfare cost comparison be submitted with the Concur Travel Expense Report when a traveler chooses to either drive to a destination more than 500 miles one-way from their official workstation, or combine personal travel with business travel on an airline ticket.

Complete this form ONLY when a traveler failed to secure a valid cost comparison for one of the items above. For full details about airfare cost comparisons, please see the [Cost Comparison](#) page on the [Travel Services](#) website.

Complete the information below and forward this request to [travelcostcomparison@uky.edu](mailto:travelcostcomparison@uky.edu). Upon receiving the historical airfare cost comparison from Travel Services, please attach it to the Concur Travel Expense Report as support documentation and adjust airfare reimbursement as advised on the form.

**Check the box next to the reason this cost comparison is being requested.**

- Drive to a destination more than 500 miles one-way from traveler's official workstation
- Combine personal travel with business travel on an airline ticket **(A valid airline ticket receipt must be submitted with this request)**

Traveler Name: \_\_\_\_\_

Business Destination (city): \_\_\_\_\_

Actual Travel Date of Departure: \_\_\_\_/\_\_\_\_/\_\_\_\_

Beginning Date & Time of First Business Event: \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_\_

Ending Date & Time of Last Business Event: \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_\_

Actual Travel Date of Return: \_\_\_\_/\_\_\_\_/\_\_\_\_

Requested By: \_\_\_\_\_ Department: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Traveler's Signature (required): \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**For Travel Services Use Only**