

Booking Tool Exception Form

Instructions: Complete the following form to request an exception to use the UF GO online booking tool or travel agency outside of the 20% cost savings. Once completed and approved, be sure to include this form and supporting documentation in the Travel Expense Report that contains the charge. When creating an expense report, select the "Other" option in the Reservation Source field.

Questions? Contact the UF GO Travel Team via the UF GO Contact Form

Resources: Booking Tool Exception Process

Accountable Officers List

Date: _____

Traveler's Name: _____ UFID: ____

Complete the exception type below that applies.

Type of Exception Cost in UF GO Cost outside UF GO

Type of Exception Cost in UF GO Cost outside UF GO

Airfare

Hotel

Car Rental

Describe in detail the reason for this exception request.

Financial Accountable Officer Name:

Financial Accountable Officer Signature:

UF Travel Office Created: October 30, 2023