



UF GO Booking Tool Exception Process

In accordance with UF directives, all official UF business travel should be booked by University Travelers and/or their Delegates through the UF GO booking tool or with World Travel Service, the University’s approved travel management company (“authorized travel agent”).

If it is not practical or economical to use the booking tool or authorized travel agent, the following exceptions are in place depending on the cost savings of the reservation. This applies for airfare, hotel and/or car rental reservations.

Exception Reason	Cost Comparison Required?	Financial Accountable Officer Approval Required?
More than 20% Savings	Yes	No
Other Reason	Yes	Yes

The exception process listed in this document is for exceptions outside of the established exceptions list found in the [UF Travel & Expense Directives](#) under *Travel Request & Booking > Booking Travel*.

MORE THAN 20% COST SAVINGS TO THE UNIVERSITY

If airline, hotel, or car rental reservation (including applicable taxes) is **more than 20% cheaper** than the same reservation in the booking tool or with the authorized travel agent, **a cost comparison is required** to be submitted with the Travel Expense Report.

- Within the booking tool, create a cost comparison using the exact details (i.e., carrier, flight number and time for airfare) as the cheaper external reservation
- Select the appropriate Expense Type

Expense Type *
Airfare

Reservation Source *
None Selected

- 01. Concur Online Booking
- 02. World Travel Agent Assisted Booking
- 03. Directly with Vendor/Other Travel Booking Website
- 04. Booking Exception – Over 20% Savings**
- 05. Booking Exception – with FAO Approval

- Under Reservation Source choose “04. Booking Exception – Over 20% Savings”
- Attach the cost comparison to the expense type within the Travel Expense Report

OTHER REASON EXCEPTION

If the booking exception for airline, hotel or car rental reservation (including applicable taxes) is for any other reason than cost savings over 20%, both **College Financial Accountable Officer (FAO) approval and a cost comparison are required.**

- The traveler needs approval of the [Booking Tool Exception Form](#) from their Financial Accountable Officer (FAO) prior to booking
- Within the booking tool, create a cost comparison using the exact details (i.e., carrier, flight number and time for airfare) as the cheaper external reservation
- Select the appropriate Expense Type
- Under Reservation Source choose “05. Booking Exception – With FAO Approval”
- Attach the cost comparison and FAO approval to the expense type within the Travel Expense Report

The screenshot shows a web form with two fields. The first field is labeled 'Expense Type *' and contains the text 'Airfare'. The second field is labeled 'Reservation Source *' and is a dropdown menu. The dropdown menu is open, showing a list of options: 'None Selected', '01. Concur Online Booking', '02. World Travel Agent Assisted Booking', '03. Directly with Vendor/Other Travel Booking Website', '04. Booking Exception – Over 20% Savings', and '05. Booking Exception – with FAO Approval'. The option '05. Booking Exception – with FAO Approval' is highlighted in yellow.

Cost Comparison

Cost comparisons should be captured at the time when an external reservation is made. The details should be identical (i.e same airline, flight number and time) If not done before the trip, make sure the trip details, such as trip duration, days of the week, and route, match the external reservation for a proper comparison.

REVIEW AND COMPLIANCE

The UF Travel Office monitors exceptions to the Booking Tool process. If airfare, hotel and/or car rental is booked outside the booking tool and does not follow the processes stated above, UF Traveler may lose access to UF form of payment(s) for travel expenses and may be denied reimbursement for future UF business travel. UF Travel office will contact UF traveler, Financial Accountable Officer, and/or the Dean/Department Chair as appropriate.