

Alternate Airfare Request Form

Overview

If UTA's dedicated travel agencies, Concur / Corporate Travel Planners (CTP) or Anthony Travel Inc. (ATI), are unable to provide an airfare within \$100 of a lower fare from another travel provider, the traveler must complete this form prior to booking airfare. (This form does not apply to travel that is funded by the US Federal Government per the Fly America Act.)

1. Provide documentation from the Requested Travel Provider and the UTA Dedicated Travel Agency.
2. Documentation must reflect "apples-to-apples" comparison, i.e. the same departure and return dates, same flight numbers, same cities, et cetera.
3. After this form is completed, submit an exception must be using the [BA Exception Tracker Request in SharePoint](#).
4. Upload this form in SharePoint and use "Airfare-CheaperAlternative" as the subject.

Section 1: Traveler Information

Department _____ Cost Center or Project # _____

Name _____ UTA ID # _____

Type of Traveler: Faculty Staff Student Other _____

Traveler Phone _____

Section 2: Trip Information

Travel Authorization Doc ID# _____ Trip Departure Date _____

Destination _____ Trip Return Date _____

Section 3: Airfare Comparison

Requested Travel Provider Information

Name _____ Total Airfare Cost _____

Departure/Outbound Flight Information

Date _____ Time _____ Flight # _____ Airline _____

▶ *Complete this section if there are additional segments of travel related to this departure/outbound flight.*

Date _____ Time _____ Flight # _____ Airline _____

Date _____ Time _____ Flight # _____ Airline _____

Date _____ Time _____ Flight # _____ Airline _____

Date _____ Time _____ Flight # _____ Airline _____

Date _____ Time _____ Flight # _____ Airline _____

Date _____ Time _____ Flight # _____ Airline _____

Date _____ Time _____ Flight # _____ Airline _____

Return/Inbound Flight Information

Date _____ Time _____ Flight # _____ Airline _____

▶ *Complete this section if there are additional segments of travel related to this return/inbound flight.*

Date _____ Time _____ Flight # _____ Airline _____

Date _____ Time _____ Flight # _____ Airline _____

Date _____ Time _____ Flight # _____ Airline _____

Date _____ Time _____ Flight # _____ Airline _____

Date _____ Time _____ Flight # _____ Airline _____

Date _____ Time _____ Flight # _____ Airline _____

Date _____ Time _____ Flight # _____ Airline _____

Section 3: Airfare Comparison, *continued*

UTA Dedicated Travel Agency Information

CTP/ATI/Concur _____ Total Airfare Cost _____

Departure/Outbound Flight Information

Date _____ Time _____ Flight # _____ Airline _____

► *Complete this section if there are additional segments of travel related to this departure/outbound flight.*

Date _____ Time _____ Flight # _____ Airline _____

Date _____ Time _____ Flight # _____ Airline _____

Date _____ Time _____ Flight # _____ Airline _____

Date _____ Time _____ Flight # _____ Airline _____

Date _____ Time _____ Flight # _____ Airline _____

Date _____ Time _____ Flight # _____ Airline _____

Date _____ Time _____ Flight # _____ Airline _____

Return/Inbound Flight Information

Date _____ Time _____ Flight # _____ Airline _____

► *Complete this section if there are additional segments of travel related to this return/inbound flight.*

Date _____ Time _____ Flight # _____ Airline _____

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