

If the University's dedicated travel agencies ,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 book airfare. Once this form is completed, an exception must be submitted using the BA Exception Tracker Request in [UTA Sharepoint](#). Please upload this form and select "Airfare - Cheaper Alternative" as the subject.

NOTE: This does not apply to federal funded travel seeking discounted airfare on a foreign carrier, per the Fly America Act.

Cost Center/Project number _____

Section 1 - Traveler Information

Traveler Name: _____ Employee ID: _____
 Department Name: _____
 Phone/Extension: _____ Type of Traveler _____

Section 2 - Trip Information

Travel Authorization Doc ID#: _____ Trip Departure Date: _____
 Destination: _____ Trip Return Date: _____

Section 3 - Airfare Comparison Information - Attach Documentation from CTP/ATI/Concur and Travel Provider

Note: All documentation must reflect an apple-to-apple comparison, i.e. same departure and return dates, same flight numbers, same cities, etc.

Requested Travel Provider: _____ Total Cost of Airfare _____

Departure/Outbound Flight Information:

Date: _____ Time : _____ Flight Number: _____ Carrier(Airline): _____

Additional segments of travel related to departure/outbound flight (if necessary):

Date: _____	Time: _____	Flight Number: _____	Carrier (Airline): _____
Date: _____	Time: _____	Flight Number: _____	Carrier (Airline): _____
Date: _____	Time: _____	Flight Number: _____	Carrier (Airline): _____
Date: _____	Time: _____	Flight Number: _____	Carrier (Airline): _____
Date: _____	Time: _____	Flight Number: _____	Carrier (Airline): _____

MODIFICATION TO THIS FORM IS STRICTLY PROHIBITED.

Return/Inbound Flight Information:

Date: _____ Time: _____ Flight Number: _____ Carrier (Airline): _____

Additional segments of travel related to return/inbound flight (if necessary):

Date: _____ Time: _____ Flight Number: _____ Carrier (Airline): _____

Date: _____ Time: _____ Flight Number: _____ Carrier (Airline): _____

Date: _____ Time: _____ Flight Number: _____ Carrier (Airline): _____

Date: _____ Time: _____ Flight Number: _____ Carrier (Airline): _____

Date: _____ Time: _____ Flight Number: _____ Carrier (Airline): _____

UTA Dedicated Travel Agency: CTP/ATI/Concur _____ **Total Cost of Airfare** _____

Departure/Outbound Flight Information:

Date: _____ Time: _____ Flight Number: _____ Carrier (Airline): _____

Additional segments of travel related to departure/outbound flight (if necessary):

Date: _____ Time: _____ Flight Number: _____ Carrier (Airline): _____

Date: _____ Time: _____ Flight Number: _____ Carrier (Airline): _____

Date: _____ Time: _____ Flight Number: _____ Carrier (Airline): _____

Date: _____ Time: _____ Flight Number: _____ Carrier (Airline): _____

Date: _____ Time: _____ Flight Number: _____ Carrier (Airline): _____

Return/Inbound Flight Information:

Date: _____ Time: _____ Flight Number: _____ Carrier (Airline): _____

Additional segments of travel related to return/inbound flight (if necessary):

Date: _____ Time: _____ Flight Number: _____ Carrier (Airline): _____

Date: _____ Time: _____ Flight Number: _____ Carrier (Airline): _____

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