

TRAVELING BY AIR?

COMPLETE PRE-TRAVEL FORM

Domestic Flight

Includes Personal Travel

Within 3 days of booking a flight including personal travel, obtain a cost comparison through Concur or UK's AAA / Avant services to show what the cost would be if traveling just for business (use business-only travel dates in cost comparison).

Personal card **MUST** be used **IF** the airfare quote for the ticket that combines business with personal travel is more expensive.

Procard may be used **IF** the airfare quote for the ticket that combines business with personal travel is less expensive.

No Personal Travel

~You are arriving no earlier than 1 day before a business event and leave no more than the day after the event.
Any more than that becomes personal travel.~

May use personal card or Procard

Prepare to submit travel expense report with approved pre-travel form, agenda or documentation and receipts.

International Flight

Includes Personal travel

MUST book using a personal card **WITH** a UK Vendor (AAA, Concur, Avant).

Within 3 days of booking a flight including personal travel, obtain a cost comparison through Concur or UK's AAA / Avant services to show what the cost would be if traveling just for business (use business-only travel dates).

No personal travel

Can use personal card OR procard, but **MUST** use UK Vendor (Concur, AAA, Avant) to book.

Prepare to submit travel expense report with approved travel voucher and detailed receipts.

Register with UK's International Travel Registry.

****Conflict of Interest form for the University****
You have to disclose when a foreign entity pays for anything, such as part of this trip. Please review this: Prepare to submit travel expense report with approved travel voucher and detailed receipts.

*If cost comparison for business only travel dates is less than flights with personal travel, you will be reimbursed for the lesser amount. In Concur, you will adjust the airfare amount to be reimbursed to the amount of the cost comparison.

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