

# TRAVELING BY AIR?

## **COMPLETE PRE-TRAVEL FORM**

Send to Front Office before booking trip.  
pss-business-office@uky.edu

### ***Domestic Flight***

**Includes  
Personal Travel**

May - may not - require cost comparison. Click [here](#) for info. If required, you'll need to obtain a cost comparison through Concur or UK's AAA/Avant services within 3 days of booking your flight. Purpose is to show the cost if traveling just for business.\*

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.~

**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**

May - may not - require cost comparison. Click [here](#) for info. If required, you'll need to obtain a cost comparison through Concur or UK's AAA/Avant services within 3 days of booking your flight. Purpose is to show the cost if traveling just for business.\*

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

**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.

**Last Updated 7/29/25**