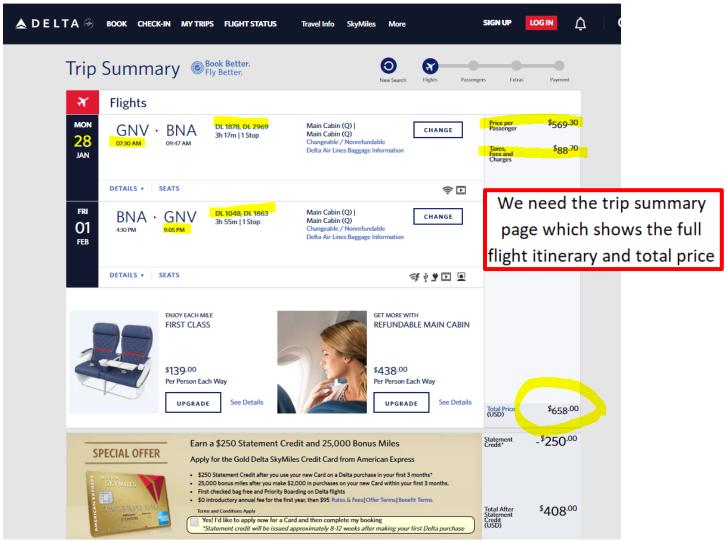## Creating an Airfare Cost Comparison

When you want to extend your travel for personal time/reasons that are of no benefit to UF or the project you are charging it to, you will need to create an airfare comparison. Choosing to extend your travel time requires that you show what it would have cost if you had only traveled for the UF business portion of your trip. This is where the Airfare Cost Comparison comes in.

An Airfare cost comparison needs to be completed on the same day you purchase your flight. The comparison needs to be the **same airline, same departure/arrival times** and so forth. Once you make your airline reservations, you will go back to the same airline and choose the flight dates and times you **would have chosen,** had you only traveled for the business portion. Everything needs to be the same except the travel dates.

For Instance if I am attending a conference that runs January 29th through January 31st in Nashville TN, I would have normally traveled out January 28th and traveled back home on February 1st. I decided to stay the entire weekend since I have never been to Nashville and I want to look around. The first thing I would do is book my flight according to UF policy and procedures. Once I have booked my flight, I should return to the same website and go through the same process of booking the flight, except the dates should be those necessary had I not extended my trip.

Be sure to select the return flight just as if you were going to book it. This will give you the price of the round trip flight including all taxes and fees. Once you have the correct price, take a screenshot showing the trip summary and final price.

Be sure to include this screenshot, as well as an explanation, when submitting your receipts to Fiscal and Travel offices.