



Booking Tool Exception Form

Instructions: Complete the following form to request an exception to use the UF GO online booking tool or travel agency outside of the 20% cost savings. Once completed and approved, be sure to include this form and supporting documentation in the Travel Expense Report that contains the charge. When creating an expense report, select the "Other" option in the Reservation Source field.

Questions? Contact the UF GO Travel Team via the [UF GO Contact Form](#)

Resources: [Booking Tool Exception Process](#)

[Accountable Officers List](#)

Date: _____

Traveler's Name: _____

UFID: _____

Complete the exception type below that applies.

Type of Exception	Cost in UF GO	Cost outside UF GO
Airfare		
Hotel		
Car Rental		

Describe in detail the reason for this exception request.

Financial Accountable Officer Name: _____

Financial Accountable Officer Signature: _____