

AIRFARE PRICE COMPARISON REQUIREMENTS

OVERVIEW

This document provides information regarding requirements a traveler will follow when combining a business trip with personal travel to ensure airfare reimbursement is seamless.

COST COMPARISON REQUIREMENTS

Cost comparisons are required for all travel when a business trip is combined with personal travel. When personal and business travel is combined, the traveler will only be reimbursed for expenses equal to or less than the cost incurred for the business portion of the airfare (excluding personal travel).

Cost comparisons must be captured the same date that the airfare is booked. Cost comparisons should provide a reasonably priced flight, consistent with the time necessary for the business travel.

Acceptable cost comparison documentation includes one of the following:

- Print a list of airfare options from the Concur online booking tool

NOTE: If personal travel costs exceed business travel, the traveler will be asked to provide a personal card to split payment for the personal portion of the airfare cost.

1. On the same day as obtaining the price comparison, book the travelers flight.
2. Save the cost comparison, to later attach to the respective expense report when submitting for reimbursement.

CONCUR TRAVEL ONLINE COST COMPARISON

1. From the Concur homepage, navigate to the **Trip Search** section. *The Air tab is selected by default.*
2. Enter the flight related information and search for available flights for the business only dates. Please do not provide the combine personal/business dates.

For Example, if the business only is when you would have traveled Monday through Thursday, but you are staying until the following Sunday then the search should be for the airfare departing Monday and returning Thursday.

 **TIP:** Refer to the [Booking Travel in Concur](#) documentation for more information regarding searching for flights

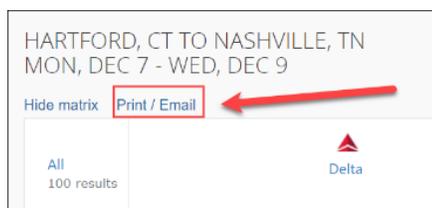
3. Save the complete list of flight options, as it displays in Concur.

To save the complete list of flight options:

- a. Click the **All** link, above the list of airfare results.

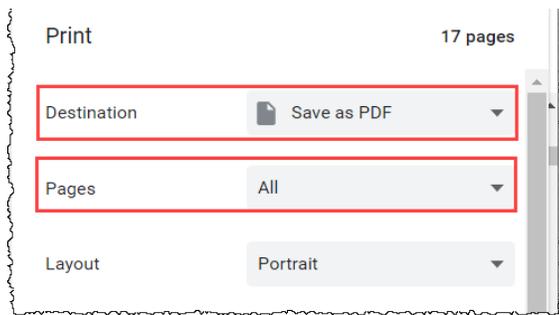
The complete list of flight options display.

- b. Click **Print/Email**, above the Matrix.



The Air Availability/Fare Quote window displays.

- c. Click **Print Flights**.
- d. Confirm the **Destination** field displays **PDF**.
- e. Confirm the **Pages** field displays **All**.



- f. Click **Save** and then complete the steps needed to save to your computer.

4. When completing the respective expense report, attach the saved Concur flight comparison document before submitting for reimbursement.

TIP: If airfare purchased is a combination of business and personal, and the entire airfare cost is charged to a single credit card, the entire charge must be expensed (as it displays on the receipt) using **Airfare** as the expense type. Then the **Airfare** expense should be itemized to accurately breakdown the airfare – documenting the business cost (using the Airfare sub-expense type), and then separately document the personal cost (using the **Personal/Non-Reimbursable** sub-expense type).

<input type="checkbox"/>	Date	Expense Type	Amount	Requested
<input checked="" type="checkbox"/>	11/04/2019	Airfare Delta Air Lines	\$650.00	\$400.00
<input type="checkbox"/>	11/04/2019	Airfare	\$400.00	\$400.00
<input type="checkbox"/>	11/04/2019	Personal/Non Reimbursable	\$250.00	\$0.00

Refer to the [Creating an Expense Report](#) documentation for more information regarding itemizing expenses, as desired.

NOTE: If an airfare comparison is not obtained from the University’s preferred agency at time of booking, airfare reimbursement (i.e., business travel) may result in the University not reimbursing the cost of the airfare.

ADDITIONAL SUPPORT

For help with Concur, contact travel@uconn.edu.

For additional reference material, refer to the [Training and Resources page](#) located on the [Travel Services page](#).