

AIRFARE COST COMPARISON EXPLANATION AND EXAMPLES

All travelers and those that arrange travel for others are required to make air reservations using schedules, direct routing, air carriers, and departure location that will produce the most economical fare for the trip. A cost comparison must be done at the time of booking and attached to expense reports under the following circumstances:

- I. **Indirect routing or extra stops for personal reasons;**
- II. **Stopovers that result in a hotel stay for more than one night;**
- III. **Using transportation methods that are not the most efficient or cost-effective (i.e., electing to drive/take a train versus fly when flying would be the most efficient and cost-effective option);**
or
- IV. **Departing from/returning to an airport outside of Wisconsin or more than 100 miles from the Wisconsin border for personal reasons (including departing from/returning to a voluntary remote work location).**

When additional travel days are added because the traveler elects to combine personal days with business travel, the traveler **does not need to provide an airfare cost comparison for the actual dates of travel, but** is responsible for any additional costs directly resulting from adding nonbusiness travel days (**including additional days of lodging, M&IE per diems, parking, vehicle rental, etc.**).

Either the traveler's *actual travel* or *comparison travel* -whichever is less expensive – is payable/reimbursable.

Acceptable cost comparisons:

- When booking via Concur, provide Concur screenshots. Refer to the guidance below on preferred format of cost comparisons.
 - NOTE: If Concur isn't returning results with a price, (usually international itineraries), a cost comparison **MUST** be obtained from the designated travel agency.
- When booking via the designated agency, request documentation such as emailed quotes.

Due to airfare pricing and availability fluctuation, accurate cost comparisons must be done **at the time of booking** to be valid. For screenshots it is recommended to "Save to PDF" or email the document the date the comparison was completed.

A valid Concur or agency cost comparison includes:

- Proof that the cost comparison was done on the same date as the purchased actual airfare.
- Proof that the travel dates shown on the comparison correspond with the UW business dates.

Cost comparison examples.

EXAMPLE 1. Concur cost comparison for personal airfare is **more expensive** than the business airfare.

EXAMPLE 2. Concur cost comparison for personal airfare is **less expensive** than the business airfare.

EXAMPLE 3. Fox World Travel agent cost comparison.

EXAMPLE 1. Concur cost comparison for personal airfare is **more expensive** than the business airfare.

Conference travel. The conference is September 17 – September 20 in New Orleans, LA. The traveler would like to spend extra days AND fly to/from Baton Rouge, LA to visit family. They will fly to/from Baton Rouge and not the conference location of New Orleans, so a cost comparison is required.

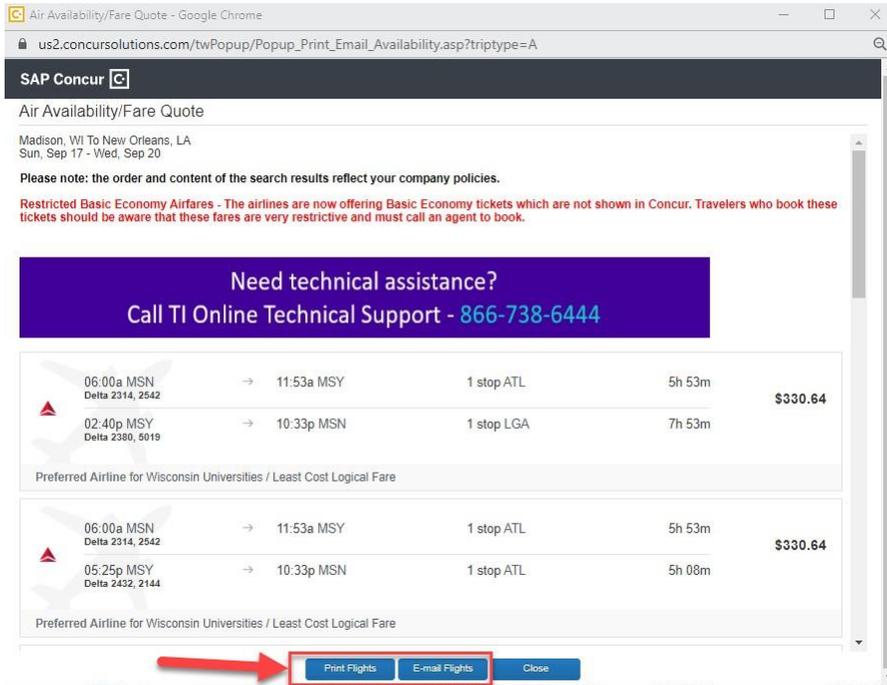
1. Search Concur for approved conference dates.

The screenshot shows the SAP Concur Travel interface. On the left, a sidebar contains a 'TRIP SUMMARY' section with 'Select Flights' and 'Finalize Trip' buttons. Below this is a 'Change Flight Search' form with fields for 'From' (MSN - Madison Airport - Madison, WI), 'To' (MSY - New Orleans Louis Armstrong Intl Airport - New Orleans, LA), 'Depart' (09/17/2023, 08:00 am), and 'Return' (09/20/2023, 04:00 pm). The search criteria include 'Economy class' and 'Flights w/ no double connections'. The main content area displays search results for 'MADISON, WI TO NEW ORLEANS, LA SUN, SEP 17 - WED, SEP 20'. A table shows results for Delta, United, American Airlines, and Alaska Airlines. A 'Print / Email' link is visible above the table. A blue banner at the bottom of the search results area reads 'Need technical assistance? Call TI Online Technical Support - 866-738-6444'. The bottom of the page shows flight details for Delta, including '06:00a MSN -> 11:53a MSY 1 stop ATL 5h 53m' and '02:40p MSY -> 10:33p MSN 1 stop LGA 7h 53m' with a price of '\$330.64'.

2. Click "Print/Email".

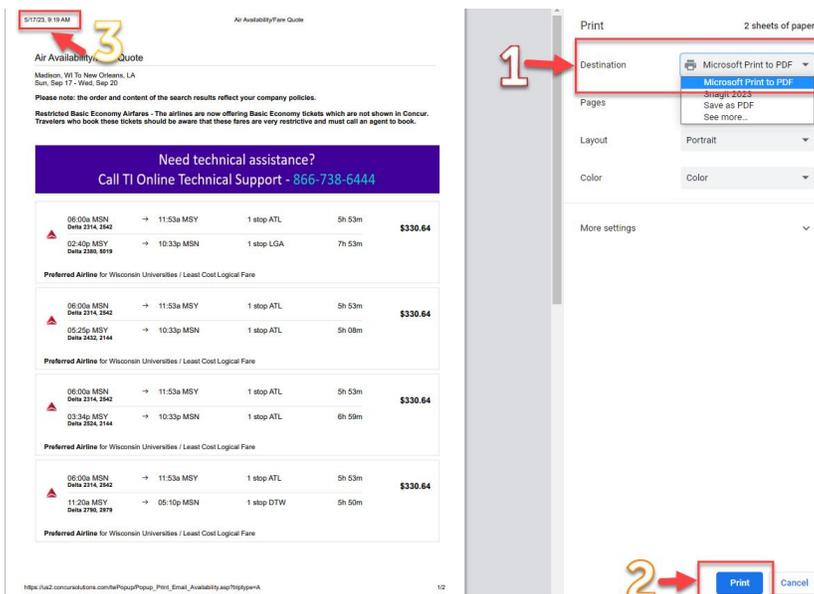
This screenshot is identical to the one above, but with a red arrow pointing to the 'Print / Email' link in the search results section.

- A new window will open with the search results. You may email the results to yourself or print the flights and “Print to PDF”.



- To “Print to PDF” click “Print Flights” and then:
 - Select “Microsoft Print PDF”.
 - Select “Print”.
 - Note that the output document has the date and time the comparison was made.

*** Note – if you don’t see the date and time on your document, ensure under “more settings” you have checked “headers and footers”. ***



- The airfare purchased for the personally preferred dates to/from Baton Rouge is \$454.11, and the business portion cost to/from New Orleans is \$330.64. Regardless of what the actual travel is, the maximum that will be reimbursed is \$330.64, the cost of the University related travel.
- The cost comparison must be included with the documentation for the payment mechanism (e.g., expense report, purchasing card transaction).

EXAMPLE 2. Concur cost comparison for personal airfare is **less expensive** than the business airfare.

University Event Travel. The event is an all-day event on October 21 in Las Vegas, Nevada. Business travel dates are October 20 – October 22. The traveler would like to visit family that lives in Reno, so they are going to add a stopover in Reno after their conference and fly home from there.

- Search Concur for approved conference dates.

TRIP SUMMARY

Select Flights

Round Trip
MSN - LAS
Depart: Fri, 10/20/2023
Return: Sun, 10/22/2023

Finalize Trip

Previous Searches

Change Flight Search

From: MSN - Madison Airport - Madison, WI
To: LAS - Harry Reid Intl - Las Vegas, NV
Depart: 10/20/2023 12:00 pm
Return: 10/22/2023 12:00 pm
Class: Economy class
Search by: Price
Specify a carrier:
 Flights w/ no double connections

Please note: Rates displayed reflect the contractual discount pricing of 2-25% off the fare. Beginning May 7, 2025, every air traveler 18 years of age and older will be asked by a TSA agent at the airport to produce a "REAL ID"-compliant driver's license or another acceptable form of ID to fly within the United States. For questions regarding the "REAL ID" Act please CLICK HERE.

MADISON, WI TO LAS VEGAS, NV
FRI, OCT 20 - SUN, OCT 22

Show as: USD

	American Airlines	Delta	United	Multiple
All	100 results	100 results	100 results	100 results
1 stop	656.19 64 results	737.17 30 results	1,049.81 4 results	913.19 2 results

Shop by Fares | Shop by Schedule

Please note: the order and content of the search results reflect your company policies.

Restricted Basic Economy Airfares - The airlines are now offering Basic Economy tickets which are not shown in Concur. Travelers who book these tickets should be aware that these fares are very restrictive and must call an agent to book.

Need technical assistance?
Call TI Online Technical Support - 866-738-6444

Flight Number Search | Sorted By: Policy - Most Compliant | Displaying: 100 out of 100 results. | Page: 1 of 10 | Next | All

American Airlines	04:25p MSN → 09:49p LAS	1 stop CLT	7h 24m	\$656.19
American Airlines	05:00a LAS → 12:37p MSN	1 stop DFW	5h 37m	View Fares

2. Click "Print/Email".

TRIP SUMMARY

Select Flights
Round Trip
MSN - LAS
Depart: Fri, 10/20/2023
Return: Sun, 10/22/2023

Finalize Trip

Previous Searches
Previous Searches
Load

Change Flight Search
From: MSN - Madison Airport - Madison, WI
To: LAS - Harry Reid Intl - Las Vegas, NV
Depart: 10/20/2023 dep 12:00 pm ± 11
Return: 10/22/2023 dep 12:00 pm ± 11
Class: Economy class Search by: Price
Specify a carrier
Flights w/ no double connections

Hide matrix **Print / Email**

All	American Airlines	Delta	United	Multiple
100 results	Preferred	Preferred	Preferred	
1 stop 100 results	656.19 64 results	737.17 30 results	1,049.81 4 results	913.19 2 results

Shop by Fares **Shop by Schedule**

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Flight Number Search Sorted By: Policy - Most Compliant
Displaying: 100 out of 100 results. Previous | Page: 1 of 10 | Next | All

American Airlines	04:25p MSN → 09:49p LAS	1 stop CLT	7h 24m	\$656.19
American Airlines	05:00a LAS → 12:37p MSN	1 stop DFW	5h 37m	View Fares

3. A new window will open with the search results. You may email the results to yourself or print the flights and "Print to PDF".

SAP Concur

Air Availability/Fare Quote
Madison, WI To Las Vegas, NV
Fri, Oct 20 - Sun, Oct 22

Need technical assistance?
Call TI Online Technical Support - 866-738-6444

04:25p MSN American Airlines 1168, 1842	→	09:49p LAS	1 stop CLT	7h 24m	\$656.19
05:00a LAS American Airlines 2649, 2139	→	12:37p MSN	1 stop DFW	5h 37m	

Preferred Airline for Wisconsin Universities / Least Cost Logical Fare

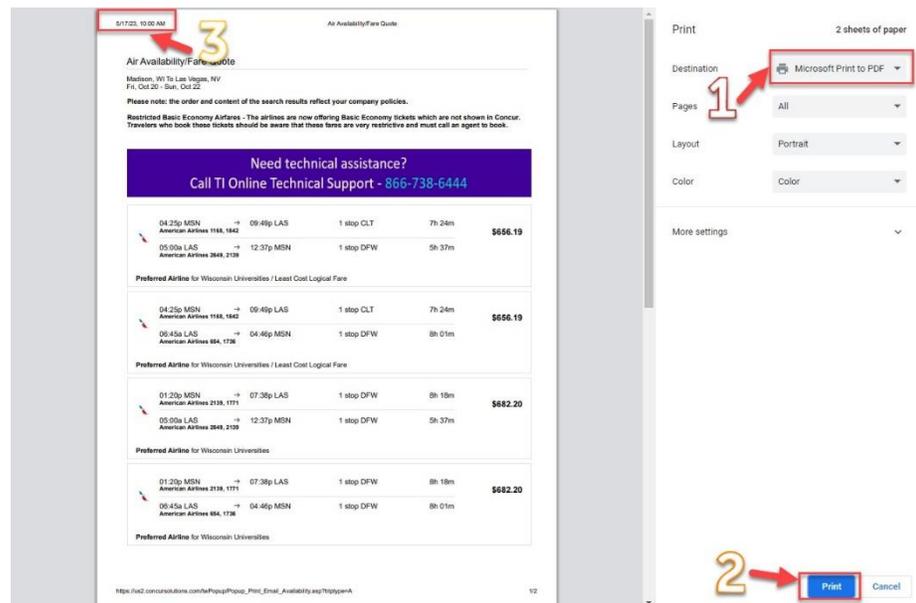
04:25p MSN American Airlines 1168, 1842	→	09:49p LAS	1 stop CLT	7h 24m	\$656.19
06:45a LAS American Airlines 654, 1736	→	04:46p MSN	1 stop DFW	8h 01m	

Preferred Airline for Wisconsin Universities / Least Cost Logical Fare

Print Flights **E-mail Flights** **Close**

4. To “Print to PDF” click “Print Flights” and then:
 1. Select “Microsoft Print PDF”.
 2. Select “Print”.
 3. Note that the output document has the date and time the comparison was made.

*** Note – if you don’t see the date and time on your document, ensure under “more settings” you have checked “headers and footers”. ***



5. The actual airfare purchased for the personally preferred dates with the Reno stopover is \$481.48 and the business portion cost is \$656.19. The maximum that will be reimbursed is \$481.48, only the cost of lowest option is reimbursable.
6. The cost comparison must be included with the documentation for the payment mechanism (e.g., expense report, purchasing card transaction)

EXAMPLE 3. Fox World Travel Cost Comparison

1. Obtain cost comparison from a Fox World Travel agent for the business-related travel dates.
2. The entire cost comparison email, including the date the cost comparison was obtained, full business-only flight itinerary, and price, must be included with the documentation for the payment mechanism (e.g., expense report, purchasing card transaction).

Example of a Fox World Travel cost comparison.

NOTE that comparison MUST include date of comparison, full itinerary, and price.

Trip Quote Example

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Trip Quote
 Tuesday 11 June 2024, 02:57PM

Please find below detailed offers for your travel request. An offer is not considered a confirmed reservation and prices are not guaranteed until the ticket has been issued.

Flight Option 1
656.95 USD

Madison - Orlando		5h 58m
 UA 4537	DEPART: Dane County Regional, Madison (MSN) Sunday 15 December 2024, 10:45AM	ARRIVE: O'Hare Intl Arpt, Chicago (ORD) Sunday 15 December 2024, 11:57AM Terminal 2
Duration: 1h 12m Cabin Class: Economy (Q) Aircraft: Bombardier Regional Jet 550 Airline: United Operated By: GOJET AIRLINES DBA UNITED EXPRESS Stop: 0 Baggage Allowance: 0 piece (Adult)		
 UA 455	DEPART: O'Hare Intl Arpt, Chicago (ORD) Sunday 15 December 2024, 01:55PM Terminal 1	ARRIVE: Orlando Intl Arpt, Orlando (MCO) Sunday 15 December 2024, 05:43PM Terminal B
Duration: 2h 48m Cabin Class: Economy (Q) Aircraft: Boeing 737MAX 9 Passenger Airline: United Operated By: United Stop: 0 Baggage Allowance: 0 piece (Adult)		
Orlando - Madison		5h 26m
 UA 1492	DEPART: Orlando Intl Arpt, Orlando (MCO) Friday 20 December 2024, 02:28PM Terminal B	ARRIVE: O'Hare Intl Arpt, Chicago (ORD) Friday 20 December 2024, 04:27PM Terminal 1
Duration: 2h 59m Cabin Class: Economy (S) Aircraft: Boeing 737-900 Airline: United Operated By: United Stop: 0 Baggage Allowance: 0 piece (Adult)		
 UA 4190	DEPART: O'Hare Intl Arpt, Chicago (ORD) Friday 20 December 2024, 05:50PM Terminal 2	ARRIVE: Dane County Regional, Madison (MSN) Friday 20 December 2024, 08:54PM
Duration: 1h 4m Cabin Class: Economy (S) Aircraft: Bombardier Regional Jet 550 Airline: United Operated By: GOJET AIRLINES DBA UNITED EXPRESS Stop: 0 Baggage Allowance: 0 piece (Adult)		
Madison - Orlando Fare Rules: Purchase ticket no later than: Wednesday 12 June 2024 Change fee before/after departure date: free Cancellation fee before/After departure date: Non Refundable Baggage Allowance: 0 piece (Adult)		
Orlando - Madison Fare Rules: Purchase ticket no later than: Wednesday 12 June 2024 Change fee before/after departure date: free Cancellation fee before/After departure date: Non Refundable Baggage Allowance: 0 piece (Adult)		