## AIRFARE COST COMPARISON EXPLANATION AND EXAMPLES

To ensure prudent use of travel funds, the University cannot pay or reimburse any additional costs resulting from traveler preferences. A **cost comparison** is **required at the time of booking** in the following circumstances:

- Indirect routing or extra stops for personal reasons.
- Travel prior to or after the required business travel dates.
- 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.)
- Departing from/returning to an alternate city (not near campus/headquarter city) for personal reasons.
- Any other situation where the traveler's itinerary is modified for personal reasons.

Travelers must consider potential extra costs for transportation, lodging, meals, tolls, parking, 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.
- 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. Travel Inc. cost comparison for personal airfare is more expensive than the business airfare.
EXAMPLE 4. Travel Inc. cost comparison for personal airfare is less expensive than the business airfare.

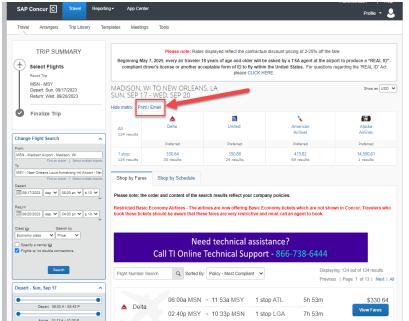
EXAMPLE 1. Concur cost comparison for personal airfare is more expensive than the business airfare.

Conference travel. The conference is September 17 – September 20 in New Orleans, LA. The traveler would like to spend a few extra days exploring New Orleans and combine the business trip with personal travel.

1. Search Concur for approved conference dates.

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2. Click "Print/Email".



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".

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- 4. To "Print to PDF" click "Print Flights" and then:
  - 1. Select "Microsoft Print PDF".
  - 2. Select "Print".
  - Note that the output document has the date and time the comparison was made.
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5. Search Concur for personally desired travel dates.

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

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- 8. To "Print to PDF" click "Print Flights" and then:
  - 1. Select "Microsoft Print PDF".
  - 2. 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". \*\*\*

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- Note that the airfare for the personally preferred dates is \$454.11 and the business portion cost 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.
- 10. The cost comparison must be included with the documentation for the payment mechanism (e.g., expense report, purchasing card transaction).

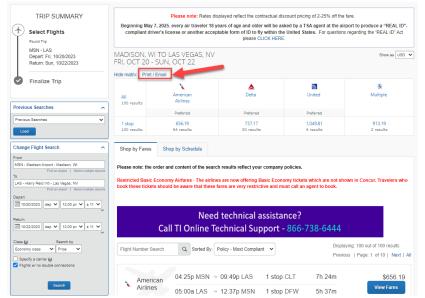
EXAMPLE 2. Concur cost comparison for personal airfare is less expensive than the business airfare.

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 Las Vegas for a few extra days and travel October 20 – October 25.

1. Search Concur for approved conference dates.

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# 2. Click "Print/Email".



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".

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- 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.

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5. Search Concur for personally desired travel dates.

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6. Click "Print/Email".

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	04-25p MSN American Airlines 1168, 1842	->	09:49p LAS	1 step CLT	7h 24m	\$482.98
÷	08:50a LAS American Airlines 1890, 1736	->	04:46p MSN	1 stop DFW	5h 56m	
Prefer	red Airline for Wisconsin Universities					
	04:25p MSN	->	09:49p LAS	1 stop CLT	7h 24m	\$482.98
	American Airlines 1168, 1842					

- 8. 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". \*\*\*

5/17/2	23, 10:09 AM		Air Availability/Fare Quote			Â	Print	2 sheets	of pape
M	Air Availability/Fare Quote Madison, WI To Las Vegas, NV ri, Oct 20 - Wed, Oct 25 Please note: the order and content	of the search results re	fiect your company policie	s.			Destination	Microsoft Print to F	PDF 🔻
R	Restricted Basic Economy Airfares fravelers who book these tickets sh	- The airlines are now	offering Basic Economy tic	kets which are not she	wn in Concur. nt to book.		Pages	All	
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	04:25p MSN → American Airlines 1168, 1842	09:49p LAS	1 stop CLT	7h 24m	\$481.48		More settings		,
	06:33a LAS → American Airlines 1665, 1168	03:44p MSN	1 stop CLT	7h 11m					
	Preferred Airline for Wisconsin Un	iversities / Least Cost L	ogical Fare						
	04:25p MSN → American Airlines 1168, 1842	09:49p LAS	1 stop CLT	7h 24m	\$482.98				
	08:50a LAS → American Airlines 1890, 1736	04:46p MSN	1 stop DFW	5h 56m					
	Preferred Airline for Wisconsin Un	iversities							
	04:25p MSN → American Airlines 1168, 1842	09:49p LAS	1 stop CLT	7h 24m	\$482.98				
	07:45a LAS → American Airlines 1908, 1736	04:46p MSN	1 stop DFW	7h 01m					
	Preferred Airline for Wisconsin Un	iversities							
	04:25p MSN → American Airlines 1168, 1842	09:49p LAS	1 stop CLT	7h 24m	\$482.98				
	05:00a LAS → American Airlines 2649, 2139	12:37p MSN	1 stop DFW	5h 37m					
	Preferred Airline for Wisconsin Un	iversities							
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- 9. Note that the airfare for the personally preferred dates 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.
- 10. The cost comparison must be included with the documentation for the payment mechanism (e.g., expense report, purchasing card transaction).

# EXAMPLE 3. Travel Inc. cost comparison for personal airfare is more expensive than the business airfare.

Conference Travel. UW employee is attending a conference in Atlanta, GA Aug 21-24, 2023. He needs to arrive in ATL on Sunday afternoon, August 20th. He can depart ATL any time after 3pm on August 24th. However, he is in a wedding in New York City and needs to attend the rehearsal on Friday, Aug 25th. Therefore, he would like to depart ATL to NYC on Thursday, August 24th after the conference. Then return from NYC to MSN on Sunday, August 27th after the wedding festivities. In this scenario, the passenger is responsible for the difference of **\$358.73**.

1. Obtain cost comparison from a Travel Incorporated counselor.

From: <u>universities@travelinc.com</u> Sent: Wednesday, May 5, 2023 6:06:15 PM To: <u>john@wisc.edu</u> Subject: Kathryn Simcox Flight Cost Comparison

Hello John,

It was a pleasure speaking with you today. Here is the cost comparison for Dan's flights.

## **Airfare for Business Trip**

1 [DL] Delta Air Lines FLT#1296 X Aug20 (Sun) [MSN] Madisor	n [ATL] Atlanta	337P 642P
2 [DL] Delta Air Lines FLT#2599 X Aug24 (Thu) [ATL] Atlanta	[MSN] Madison	440P 545P
Option 1 Cost	Ba	ase Fare: \$554.26
		Tax: \$71.37

Total: \$625.63

#### Comparison - with traveler's personal deviation

1 [DL] D Air Lin	)elta ies	FLT#1296	V Aug20 (Sun)	[MSN] Madison	[ATL] Atlanta	337P 642P	
2 [DL] D Air Lin	)elta ies	FLT#939	K Aug24 (Thu)	[ATL] Atlanta	[LGA] New York City	420P 649P	
3 [DL] D Air Lin	)elta ies	FLT#2498	H Aug27 (Sun)	[LGA] New York City	[DTW] Detroit	501P 715P	

4 [DL] Delta Air Lines	FLT#3906 H Aug27 (Sun)	[DTW] Detroit	[MSN] Madison	825P 844P	Operated by: Skywest Dba Delta Connection
Option 2 Cos	st			Base Fare: <sup>\$870.66</sup>	3
				Tax: \$113.70	)
				Total: \$984.36	5
I'll be sending ov	er the "On Hold" itinerary sho	rtly.			

Thanks John!

Arianna Lasha

Travel Consultant

Travel Incorporated

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- 2. Note that the airfare for the personal itinerary is \$984.36 and the business portion cost is \$625.63. Regardless of what the actual travel is, the maximum that will be reimbursed is \$625.63, the cost of the University related travel.
- 3. The entire cost comparison email, including the date the cost comparison was obtained, must be included with the documentation for the payment mechanism (e.g., expense report, purchasing card transaction).

# EXAMPLE 4. Travel Inc. cost comparison for personal airfare is less expensive than the business airfare.

Conference Travel. UW employee needs to fly from Chicago to Paris for a conference. The conference date is October 10-12, 2023. The employee needs to arrive in Paris on October 9th by 10am and needs to depart Paris anytime after 1pm on Oct 12th after the conference. However, the employee wants to extend her stay to enjoy the sites, so she would like to return to Chicago from Paris on Tuesday, October 17th instead. The employee will need a cost comparison for the following:

1. Obtain cost comparison from a Travel Incorporated counselor.

From: <u>universities@travelinc.com</u> Sent: Wednesday, April 5, 2023 5:06:15 PM To: <u>shelly@wisc.edu</u> Subject: Kathryn Simcox Flight Cost Comparison

Hello Shelly,

It was a pleasure speaking with you today. Here is the cost comparison for Kathryn's flights.

# Airfare for Business Trip

1 [DL] Delta Air Lines	FLT#8417 H Oct0 (Sun	8 [ORD] ) Chicago	[CDG] Paris	510P 81 da	0A - next y	Operated by: Air France
2 [DL] Delta Air 2 Lines	FLT#8494 H Oct1 (Thu	2 [CDG] Paris	[ORD] Chicago	110P 31	0P	Operated by: Air France
Option 1 Cost				Base Fare:	\$1,413.00	
				Tax:	\$534.35	
				Total:	\$1,947.35	-

## Comparison - with traveler's personal deviation

1 [DL] Delta Air Lines	FLT#8417 V Oct08 (Sun)	[ORD] Chicago	[CDG] Paris	510P 810A - next day	Operated by: Air France
2 [DL] Delta Air Lines	FLT#8494 Q Oct17 (Tue)	[CDG] Paris	[ORD] Chicago	110P 310P	Operated by: Air France
Option 2 Cost				Base \$651.00 Fare:	)
				Tax: \$534.3	5
				Total: \$1,185.3	5

I'll be sending over the "On Hold" itinerary shortly.

Thanks Shelly!

Arianna Lasha

Travel Consultant

Travel Incorporated

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- Note that the airfare for the personal itinerary is \$1,185.35 and the business portion cost is \$1,947.35. The maximum that will be reimbursed is \$1,185.35, only the cost of lowest option is reimbursable.
- 3. The entire cost comparison email, including the date the cost comparison was obtained, must be included with the documentation for the payment mechanism (e.g., expense report, purchasing card transaction).