

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.

The screenshot shows the SAP Concur Travel interface. On the left, a sidebar contains a 'TRIP SUMMARY' section with 'Select Flights' and 'Finalize Trip' options. 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 are set to 'Economy class' and 'Price'. A red box highlights the 'Select Flights' and 'Change Flight Search' sections. The main content area displays flight results for 'MADISON, WI TO NEW ORLEANS, LA, SUN, SEP 17 - WED, SEP 20'. A table shows flight options for Delta, United, American Airlines, and Alaska Airlines. The Delta flight is highlighted with a red box and a red arrow pointing to the 'Print / Email' link. Below the table, there is a 'Need technical assistance?' banner and a 'Call TI Online Technical Support - 866-738-6444' button. At the bottom, a flight summary for Delta shows the route MSN to MSY 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 flight results table. The arrow originates from the right side of the image and points to the 'Print / Email' link in the table row for the Delta flight.

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

Air Availability/Fare Quote

Madison, WI To New Orleans, LA
Sun, Sep 17 - Wed, Sep 20

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	Time	Stop	Duration	Fare
06:00a MSN Delta 2314, 2542	→ 11:53a MSY	1 stop ATL	5h 53m	\$330.64
02:40p MSY Delta 2380, 5019	→ 10:33p MSN	1 stop LGA	7h 53m	
Preferred Airline for Wisconsin Universities / Least Cost Logical Fare				
06:00a MSN Delta 2314, 2542	→ 11:53a MSY	1 stop ATL	5h 53m	\$330.64
05:25p MSY Delta 2432, 2144	→ 10:33p MSN	1 stop ATL	5h 08m	
Preferred Airline for Wisconsin Universities / Least Cost Logical Fare				

Print Flights E-mail Flights Close

- 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”. ***

Air Availability/Fare Quote

Madison, WI To New Orleans, LA
Sun, Sep 17 - Wed, Sep 20

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	Time	Stop	Duration	Fare
06:00a MSN Delta 2314, 2542	→ 11:53a MSY	1 stop ATL	5h 53m	\$330.64
02:40p MSY Delta 2380, 5019	→ 10:33p MSN	1 stop LGA	7h 53m	
Preferred Airline for Wisconsin Universities / Least Cost Logical Fare				
06:00a MSN Delta 2314, 2542	→ 11:53a MSY	1 stop ATL	5h 53m	\$330.64
05:25p MSY Delta 2432, 2144	→ 10:33p MSN	1 stop ATL	5h 08m	
Preferred Airline for Wisconsin Universities / Least Cost Logical Fare				
06:00a MSN Delta 2314, 2542	→ 11:53a MSY	1 stop ATL	5h 53m	\$330.64
03:34p MSY Delta 2624, 2144	→ 10:33p MSN	1 stop ATL	6h 59m	
Preferred Airline for Wisconsin Universities / Least Cost Logical Fare				
06:00a MSN Delta 2314, 2542	→ 11:53a MSY	1 stop ATL	5h 53m	\$330.64
11:20a MSY Delta 2796, 2979	→ 05:10p MSN	1 stop DTW	5h 50m	
Preferred Airline for Wisconsin Universities / Least Cost Logical Fare				

Print 2 sheets of paper

Destination: Microsoft Print to PDF

Pages: 1 of 1

Layout: Portrait

Color: Color

More settings: Headers and footers

Print Cancel

5. Search Concur for personally desired travel dates.

TRIP SUMMARY

Select Flights

Round Trip

MSN - MSY

Depart: Sat, 09/16/2023

Return: Sun, 09/24/2023

Finalize Trip

Previous Searches

Previous Searches

Load

Change Flight Search

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 NEW ORLEANS, LA

SAT, SEP 16 - SUN, SEP 24

Show as USD

Hide matrix

Print / Email

All 70 results	Preferred	Preferred	Preferred	
1 stop 70 results	454.11 40 results	540.98 10 results	776.92 4 results	792.40 16 results

Shop by Fares

Shop by Schedule

6. Click "Print/Email".

TRIP SUMMARY

Select Flights

Round Trip

MSN - MSY

Depart: Sat, 09/16/2023

Return: Sun, 09/24/2023

Finalize Trip

Previous Searches

Previous Searches

Load

Change Flight Search

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 NEW ORLEANS, LA

SAT, SEP 16 - SUN, SEP 24

Show as USD

Hide matrix

Print / Email

All 70 results	Preferred	Preferred	Preferred	
1 stop 70 results	454.11 40 results	540.98 10 results	776.92 4 results	792.40 16 results

Shop by Fares

Shop by Schedule

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".

SAP Concur

Air Availability/Fare Quote

Madison, WI To New Orleans, LA

Sat, Sep 16 - Sun, Sep 24

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

	01:20p MSN → 08:01p MSY	1 stop DFW	6h 41m	\$454.11
	09:58a MSY → 04:46p MSN	1 stop DFW	6h 48m	
Preferred Airline for Wisconsin Universities / Least Cost Logical Fare				
	01:20p MSN → 06:03p MSY	1 stop DFW	4h 43m	\$463.92
	09:58a MSY → 04:46p MSN	1 stop DFW	6h 48m	
Preferred Airline for Wisconsin Universities				
	01:20p MSN → 08:01p MSY	1 stop DFW	6h 41m	\$539.39
	10:55a MSY → 03:44p MSN	1 stop CLT	4h 49m	
Preferred Airline for Wisconsin Universities				

Print Flights

Email Flights

Close

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”. ***

5/17/23, 9:35 AM

Air Availability/Fare Quote

Madison, WI To New Orleans, LA
Sat, Sep 16 - Sun, Sep 24

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

01:20p MSN American Airlines 2139, 1907	→	08:01p MSY	1 stop DFW	6h 41m	\$454.11
09:58a MSY American Airlines 2167, 1736	→	04:46p MSN	1 stop DFW	6h 48m	
Preferred Airline for Wisconsin Universities / Least Cost Logical Fare					
01:20p MSN American Airlines 2139, 371	→	06:03p MSY	1 stop DFW	4h 43m	\$463.92
09:58a MSY American Airlines 2167, 1736	→	04:46p MSN	1 stop DFW	6h 48m	
Preferred Airline for Wisconsin Universities					
01:20p MSN American Airlines 2139, 1907	→	08:01p MSY	1 stop DFW	6h 41m	\$539.39
10:55a MSY American Airlines 2168, 1168	→	03:44p MSN	1 stop CLT	4h 49m	
Preferred Airline for Wisconsin Universities					
03:30p MSN Delta 2881, 2451	→	10:28p MSY	1 stop ATL	6h 58m	\$540.98
11:25a MSY Delta 2440, 2889	→	05:30p MSN	1 stop ATL	6h 05m	
Preferred Airline for Wisconsin Universities					

Print 2 sheets of paper

Destination Microsoft Print to PDF

Pages All

Layout Portrait

Color Color

More settings

Print Cancel

9. 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.

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 12:00 pm ± 11
Return: 10/22/2023 12:00 pm ± 11
Class: Economy class
Search by: Price
Specify a carrier
Flights w/ no double connections

Search

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

Hide matrix Print / Email

All	American Airlines	Delta	United	Multiple
100 results	Preferred	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

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.
Previous | Page: 1 of 10 | Next | All

American Airlines	04:25p MSN → 09:49p LAS	1 stop CLT	7h 24m	\$656.19
	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 12:00 pm ± 11
Return: 10/22/2023 12:00 pm ± 11
Class: Economy class
Search by: Price
Specify a carrier
Flights w/ no double connections

Search

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

Hide matrix **Print / Email**

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

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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
	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

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	Time	Stop	Duration	Fare
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

Flight	Time	Stop	Duration	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”. ***

3

5/17/23, 10:00 AM

Air Availability/Fare Quote

Madison, WI To Las Vegas, NV
Fri, Oct 20 - Sun, Oct 22

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	Time	Stop	Duration	Fare
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

Flight	Time	Stop	Duration	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

Flight	Time	Stop	Duration	Fare
01:20p MSN American Airlines 2139, 1771	→ 07:38p LAS	1 stop DFW	8h 18m	\$682.20
05:00a LAS American Airlines 2649, 2139	→ 12:37p MSN	1 stop DFW	5h 37m	

Preferred Airline for Wisconsin Universities

Flight	Time	Stop	Duration	Fare
01:20p MSN American Airlines 2139, 1771	→ 07:38p LAS	1 stop DFW	8h 18m	\$682.20
06:45a LAS American Airlines 654, 1736	→ 04:46p MSN	1 stop DFW	8h 01m	

Preferred Airline for Wisconsin Universities

https://a2.concur.com/hq/Popup/Popup_Flight_Availability.asp?VipOpenA

12

Print 2 sheets of paper

Destination **Microsoft Print to PDF**

Pages All

Layout Portrait

Color Color

More settings

2 [Print](#) [Cancel](#)

5. Search Concur for personally desired travel dates.

TRIP SUMMARY

Select Flights

Round Trip
MSN - LAS
Depart: Fri, 10/20/2023
Return: Wed, 10/25/2023

Finalize Trip

Previous Searches

Change Flight Search

From: MSN - Madison Airport - Madison, WI
To: LAS - Harry Reid Int - Las Vegas, NV
Depart: 10/20/2023 dep 12:00 pm a 11
Return: 10/25/2023 dep 12:00 pm a 11
Class: Economy class Search by: Economy class Price
Specify a carrier
Flights with no double connections

Search

Depart - Fri, Oct 20

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 - WED, OCT 25

Hide matrix Print / Email

	American Airlines	United	Delta
All 100 results	Preferred	Preferred	Preferred
1 stop 94 results	481.48 79 results	596.21 9 results	526.65 12 results
2 stops 6 results	—	483.42 6 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
Previous | Page: 1 of 10 | Next | All

American Airlines	04:25p MSN → 09:49p LAS	1 stop CLT	7h 24m	\$481.48
	06:33a LAS → 03:44p MSN	1 stop CLT	7h 11m	View Fares

6. Click "Print/Email".

TRIP SUMMARY

Select Flights

Round Trip
MSN - LAS
Depart: Fri, 10/20/2023
Return: Wed, 10/25/2023

Finalize Trip

Previous Searches

Change Flight Search

From: MSN - Madison Airport - Madison, WI
To: LAS - Harry Reid Int - Las Vegas, NV
Depart: 10/20/2023 dep 12:00 pm a 11
Return: 10/25/2023 dep 12:00 pm a 11
Class: Economy class Search by: Economy class Price
Specify a carrier
Flights with no double connections

Search

Depart - Fri, Oct 20

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 - WED, OCT 25

Hide matrix **Print / Email**

	American Airlines	United	Delta
All 100 results	Preferred	Preferred	Preferred
1 stop 94 results	481.48 79 results	596.21 9 results	526.65 12 results
2 stops 6 results	—	483.42 6 results	—

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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	\$481.48
	06:33a LAS → 03:44p MSN	1 stop CLT	7h 11m	View Fares

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".

SAP Concur

Air Availability/Fare Quote

Madison, WI To Las Vegas, NV
Fri, Oct 20 - Wed, Oct 25

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

American Airlines	04:25p MSN → 09:49p LAS	1 stop CLT	7h 24m	\$481.48
06:33a LAS → 03:44p MSN	1 stop CLT	7h 11m		

Preferred Airline for Wisconsin Universities / Lowest Cost Logical Fare

American Airlines	04:25p MSN → 09:49p LAS	1 stop CLT	7h 24m	\$482.98
06:33a LAS → 03:44p MSN	1 stop CLT	7h 11m		

Preferred Airline for Wisconsin Universities

American Airlines	04:25p MSN → 09:49p LAS	1 stop CLT	7h 24m	\$482.98
06:33a LAS → 03:44p MSN	1 stop CLT	7h 11m		

[Print Flights](#) [Email Flights](#) [Close](#)

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”. ***

The screenshot shows an 'Air Availability/Fare Quote' page. At the top left, a red box highlights the date and time '5/17/21, 10:09 AM' with a red arrow and a large yellow number '3'. The page content includes flight details for Madison, WI to Las Vegas, NV, with a table of flight options. The first option is highlighted with a red box and a red arrow, showing a price of \$481.48. The table lists flight numbers, times, stops, and durations. Below the table, there are sections for 'Preferred Airline for Wisconsin Universities / Least Cost Logical Fare' and 'Preferred Airline for Wisconsin Universities'. A print overlay is visible on the right side of the page, showing the 'Print' button and the 'Destination' dropdown menu set to 'Microsoft Print to PDF'. A red arrow and a large yellow number '1' point to the 'Microsoft Print to PDF' option. At the bottom right of the print overlay, a red box highlights the 'Print' button with a red arrow and a large yellow number '2'.

Flight	Time	Stop	Duration	Fare
04:25p MSN American Airlines 1168, 1842	→ 09:49p LAS	1 stop CLT	7h 24m	\$481.48
06:33a LAS American Airlines 1868, 1168	→ 03:44p MSN	1 stop CLT	7h 11m	
Preferred Airline for Wisconsin Universities / Least Cost Logical Fare				
04:25p MSN American Airlines 1168, 1842	→ 09:49p LAS	1 stop CLT	7h 24m	\$482.98
08:50a LAS American Airlines 1868, 1168	→ 04:46p MSN	1 stop DFW	5h 56m	
Preferred Airline for Wisconsin Universities				
04:25p MSN American Airlines 1168, 1842	→ 09:49p LAS	1 stop CLT	7h 24m	\$482.98
07:45a LAS American Airlines 1868, 1168	→ 04:46p MSN	1 stop DFW	7h 01m	
Preferred Airline for Wisconsin Universities				
04:25p MSN American Airlines 1168, 1842	→ 09:49p LAS	1 stop CLT	7h 24m	\$482.98
05:00a LAS American Airlines 2648, 2138	→ 12:37p MSN	1 stop DFW	5h 37m	
Preferred Airline for Wisconsin Universities				

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: universities@travelinc.com

Sent: Wednesday, May 5, 2023 6:06:15 PM

To: john@wisc.edu

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] Madison [ATL] Atlanta 337P 642P

2 [DL] Delta Air Lines FLT#2599 X Aug24 (Thu) [ATL] Atlanta [MSN] Madison 440P 545P

Option 1 Cost

Base Fare: \$554.26

Tax: \$71.37

Total: \$625.63

Comparison - with traveler's personal deviation

1 [DL] Delta Air Lines FLT#1296 V Aug20 (Sun) [MSN] Madison [ATL] Atlanta 337P 642P

2 [DL] Delta Air Lines FLT#939 K Aug24 (Thu) [ATL] Atlanta [LGA] New York City 420P 649P

3 [DL] Delta Air Lines 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
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Option 2 Cost

Base
Fare: \$870.66

Tax: \$113.70

Total: \$984.36

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

Thanks John!

Arianna Lasha

Travel Consultant

Travel Incorporated

www.travelinc.com

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: universities@travelinc.com

Sent: Wednesday, April 5, 2023 5:06:15 PM

To: shelly@wisc.edu

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	Oct08 (Sun)	[ORD] Chicago	[CDG] Paris	510P 810A - next day	Operated by: Air France
2	[DL] Delta Air Lines	FLT#8494 H	Oct12 (Thu)	[CDG] Paris	[ORD] Chicago	110P 310P	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 Fare:	\$651.00
Tax:	\$534.35
Total:	\$1,185.35

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

Thanks Shelly!

Arianna Lasha

Travel Consultant

Travel Incorporated

www.travelinc.com

2. 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).