

## Comparable Airfare Requirement

The recommended process for non-guest travel is as follows:

- Complete a travel request in Concur. Select the appropriate answer to the question, “How will you be booking your travel?”
  - If you will be booking ONLINE with FCm through Concur, select option 1 (to obtain approval in Concur) or option 3 (if you already have approval, and choose to maintain the documentation yourself).
  - If you will be booking by CALLING FCm or another of the University’s contracted agencies, select option 2 (to obtain approval in Concur) or option 4 (if you already have approval, and choose to maintain the documentation yourself).
  - Submit your request.
- Once the travel request has been approved in Concur (note that options 3 and 4 will auto-approve), book your travel:
  - If you selected option 1 or 3 to book ONLINE with FCm through Concur, click on the blue book link beside your approved travel request to begin the booking process.
  - If you selected option 2 or 4 to CALL for your booking through FCm or another of the University’s contracted agencies, call them to begin the booking.

Following these steps in order will ensure that your booking is completed in a timely manner without further approval requirements, and that you will not have to provide a comparable airfare quote.

Travelers should book all air transportation through FCm or one of the other contracted travel agencies, unless circumstances satisfy one of the following exceptions:

- Air travel was initiated on an emergency basis and time did not allow using a contracted travel agency e.g. changing itinerary en-route or emergency travel after hours. *Keep in mind that FCm is available by phone 24 hours a day, 7 days a week.*
- Airfare is part of a package arranged by the organization scheduling the meeting or conference.
- From time to time the traveler may find an internet fare that is lower in price than a fare available from an authorized travel agent. In order to book such a fare and be reimbursed for it, the traveler must produce documented objective evidence that the fare is lower than that which can be secured by the agent. Examples of this type of evidence are an itinerary, email, or memo from the agent, documenting the best fare that could be obtained for the travel involved. *The date and time of the evidence and information must be proximate to the date and time of the lower internet fare.*

**If you choose to book your flight without using one of the contracted/authorized travel agents, please keep the following in mind:**

- The Concur travel request should still be approved before booking your travel. You should choose option 2 or 4 in answer to the question “How will you be booking your travel?”

- A comparable airfare quote must be obtained **from FCm** at a time in close proximity to the time you booked your travel with the airline or non-contracted agency. This documentation must prove that you obtained a lower rate, and it must be retained and attached to your expense report.
- Minor differences in price should not persuade you to book directly with an airline or non-contracted agency; failure to follow the recommended process outlined above costs the University in personnel costs within your department and in Financial Services to obtain and review the comparable airfare quotes.
- ***Airfare cost in excess of the comparable airfare available from a contracted agency will not be paid or reimbursed. The traveler will be personally responsible for the difference in cost, even if the airfare is charged on the travel card.***