

Creating a Cost Comparison for Airfare in Concur Travel

As outlined in [Procedure 1501.3 on Air Travel](#), travelers may qualify for an exception to book outside of the University travel program based on the price of the flight. A cost comparison must be obtained **dated on or prior to** booking your desired flight. The comparison must be for the **exact itinerary – same travel dates, times, routes, airline(s) and class of service** as the planned purchase. Comparison quotes may be obtained from the agents at World Travel, Inc. or Anthony Travel, or you may obtain a comparison from Concur Travel by following the steps below. When compared to the quote obtained, the cost of the airfare purchase **must be at least \$25 less for domestic flights and \$100 less for international flights**.

How to Create a Cost Comparison

To create a Cost Comparison:

1. Search for desired flights in Concur Travel:

Note: Please ensure the following:

- a. Search times are broad enough to include the desired flights.
- b. The **Search by** dropdown should be set to **Schedule** so that search results yield all available flights.

2. Click **Search**.

Results: You will be prompted to Shop by Fares or Shop by Schedule.

Shop by Fares

1. Select the **Shop by Fares** tab.
2. Select the **View Fares** button for your desired flight.

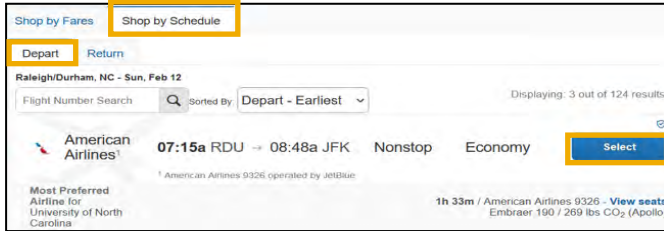
Result: Fare prices will display.

3. Select the **Fare price** for the desired cabin class.

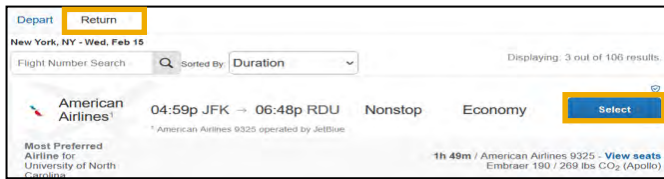
Result: The Review and Reserve page will display.

Shop by Schedule

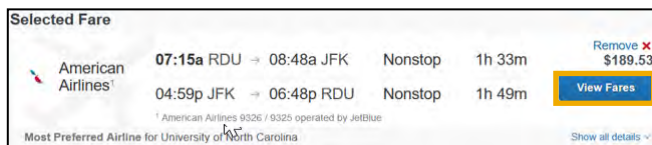
1. Select the **Shop by Schedule** tab.
2. Choose the desired departure flight using the **Depart** tab and **Select** button.



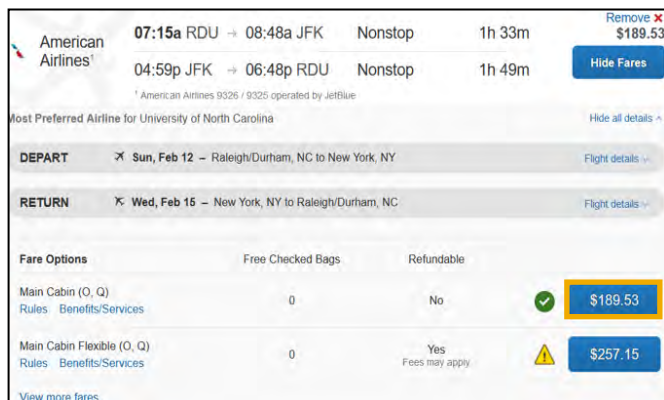
3. Choose the desired return flight using the **Return** Tab and **Select** button.



4. Select the **View Fares** button.



5. Select the **Fare price** for the desired cabin class.

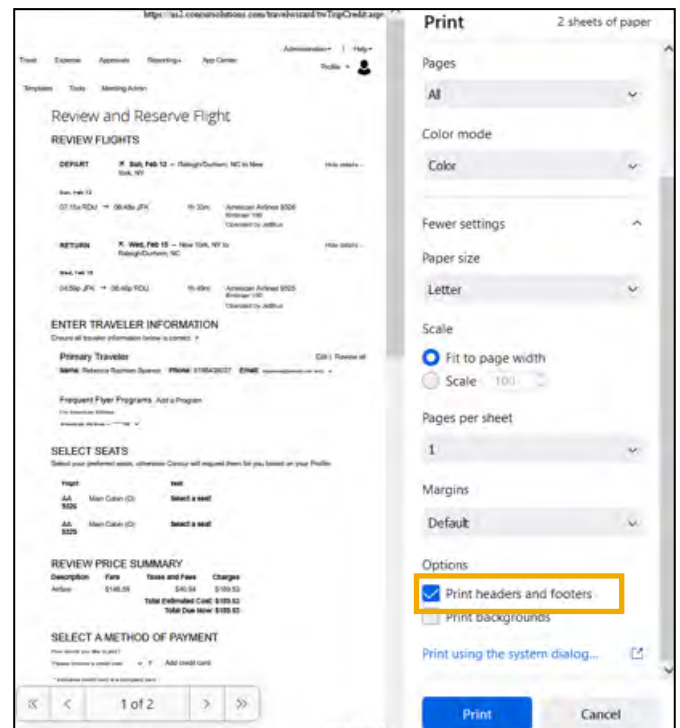


Result: The Review and Reserve page will display.

Creating a PDF for submission

You must save the page as a PDF to submit for a cost comparison.

1. Once the Review and Reserve Flight page has loaded, right click on the screen and select the **Print** option from your Web Browser to print to Adobe and create a PDF.
- Result:** Printing options will display.
2. From the printer dropdown, select **Adobe PDF**.
3. Verify the **Print headers and footers** option is selected. This will ensure the date and time stamp are captured.



4. Click **Print**.

Result: You will be prompted to name the file.

5. Click **Save**, then close the browser window.