Creating a Flight Comparison

Objective: To ensure accuracy of flight comparisons

If you are taking personal days or adding a personal location, you must submit a flight comparison which shows the cost of a similar flight to the business location using dates that match the originally planned business travel days (excluding personal days and personal locations).

1. To submit a flight comparison visit Egenica.

2. Click on Flights
   a. Enter the business location
   b. Use dates that match the business dates (e.g. if a traveler’s business days were from a Monday to a Friday, the traveler would search for dates from a Monday to a Friday).
   c. Enter dates that are at least seven days in advance.
   d. Enter the class flown on your actual trip (e.g. Economy/Business/First) as long as it is within Travel @ SLAC’s policies.
   e. Click SEARCH FLIGHTS.
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f. A traveler can then adjust the search results to match times they would have flown and adjust stops to show *Non-stop only* flights, only if nonstop flights were originally taken.

![Flight Comparison Interface]

<table>
<thead>
<tr>
<th>Stops</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>All flights</td>
<td>$336</td>
</tr>
<tr>
<td>Non-stop only</td>
<td>$358</td>
</tr>
<tr>
<td>Up to 1 stop</td>
<td>$336</td>
</tr>
</tbody>
</table>

DEPARTURE TIME - SAN FRANCISCO
- 12:03 am
- 11:55 pm

ARRIVAL TIME - BOSTON
- Wed 10:31 am
- Thu 12:00 am

DURATION
- 5h 31m
- 11h 20m

g. Once a traveler has selected flight times that matches the business date/time they can then take a screenshot of the flights shown.

**Note:** The screenshot **must** include the date the flight comparison was pulled.
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Example:

3. The traveler must then attach this screenshot to the expense report.

4. If the flight comparison is less expensive than the actual flight a traveler must adjust the airfare to match the flight comparison amount. This can be done by directly adjusting the flight amount on the expense report or by including a manual adjustment.

5. If the flight comparison is more expensive than the actual flight the traveler will not need to make any adjustments.

Note: All flight comparisons are subject to travel approval. Travel @ SLAC reserves the right to re-run a comparison on any submitted flight.