

# **Documenting a Flight Comparison**

SLAC booking channels are the required booking method for booking air travel. Typically, documentation for fare comparison is not required when booking complies with SLAC Travel & Expense Policy. However, fare comparison documentation is required in the following cases:

- The trip includes a personal component.
- The itinerary follows an indirect route.
- The fare class is out of policy.
- The trip does not select the most economical transportation method (e.g., choosing a rental car over air travel).

## **Before you Start**

Fare comparison documentation is usually a screenshot from Egencia taken on the same day as booking. The screenshot should clearly show the search date and time, include a wide range of search results from all relevant airlines, and display necessary details like the most indirect route, excluding personal stops, and the appropriate fare class (e.g., coach, non-refundable).

## Step 1: Log in to Egencia with your SLAC username and password.

## Step 2: Search for flights matching originally planned business travel days

- a. Select Flights
- b. Select the traveler's **Profile**
- c. Enter the travel business location
- d. Select the travel dates of the flight for the business travel
- e. Select the class of flight allowed under air travel policy
- f. Select Search Flights

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Hello, SLAC National Accelerator Lab   <u>View profile</u>				
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Select traveler(s) or type to refine search	± Profile	Itinerary search		
Round trip One way Multi-city		Egencia itinerary # * Find		
San Francisco, CA, United States of America (SFO-San Fi Include nearby cities	Hamburg, Germany (HAM-Hamburg) Include nearby cities	New Group Trips feature This feature helps organize travel for small groups in your company.		
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Depart at	Depart at v Anytime v	See the latest travel advisories, restrictions and news updates. Visit the Egencia® Travel Advisor		
★ Search for airlines	All flights Refundable Non-stop	Shortcuts		
Alliance No preference * Economy / coach *	Up to 1 stop	Manage users     Reporting       Traveler Tracker     Company setup report		
	Search flights	Message center		

## Step 3: Locate at least four comparible flights

- a. Adjust the stops by selecting non-stop if the flight you booked was non-stop.
- b. Adjust the Departure Time and/or Arrival Time to match the date and time of business travel.

## Step 4: Take a time-stamped screenshot of displayed results

- a. Make sure the date and time on your computer desktop are shown in the screenshot.
  - You can also hover over the time on your computer the moment when you capture a screenshot.
- b. Take a screenshot of the displayed results.

Screenshot requirements:

- The date the screenshot was captured.
- At least four comparable flights.
- c. Save the screenshot. This screenshot must be attached to the expense report in Concur.

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All flight comparisons are subject to approval by the travel office. The travel office reserves the right to rerun a comparison on any submitted flights.