

## 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).

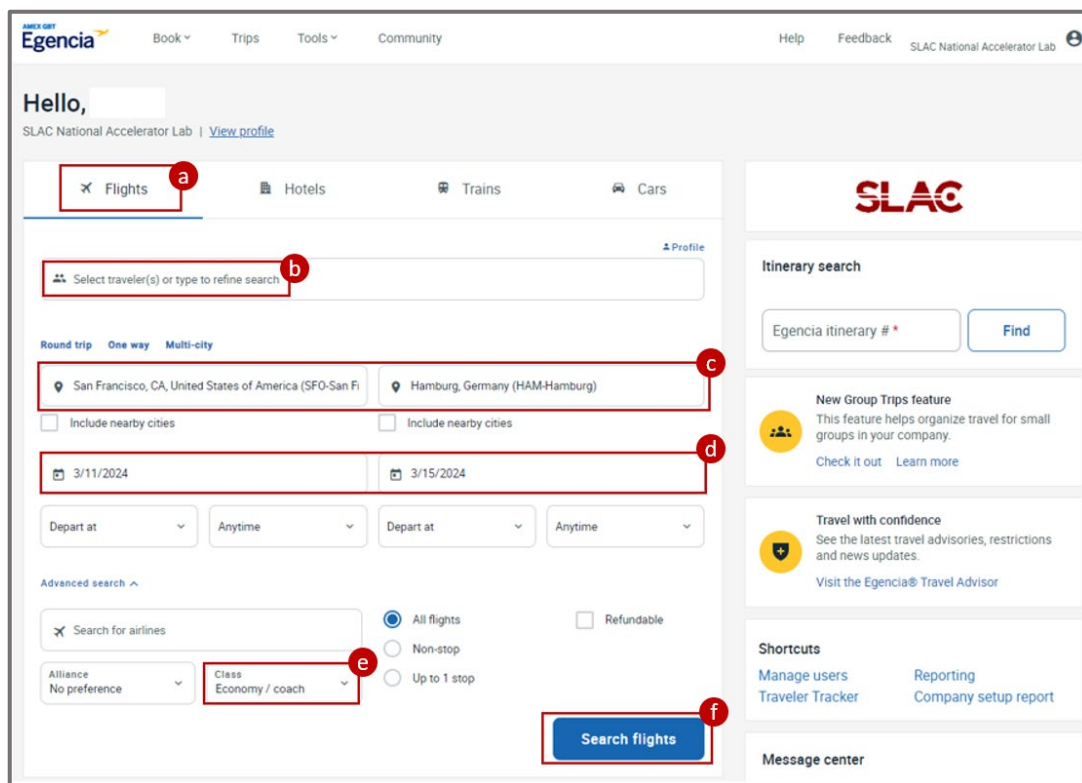
### Before you Start

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


- Select **Flights**
- Select the traveler's **Profile**
- Enter the travel business location
- Select the travel dates of the flight for the business travel
- Select the class of flight allowed under air travel policy
- Select **Search Flights**

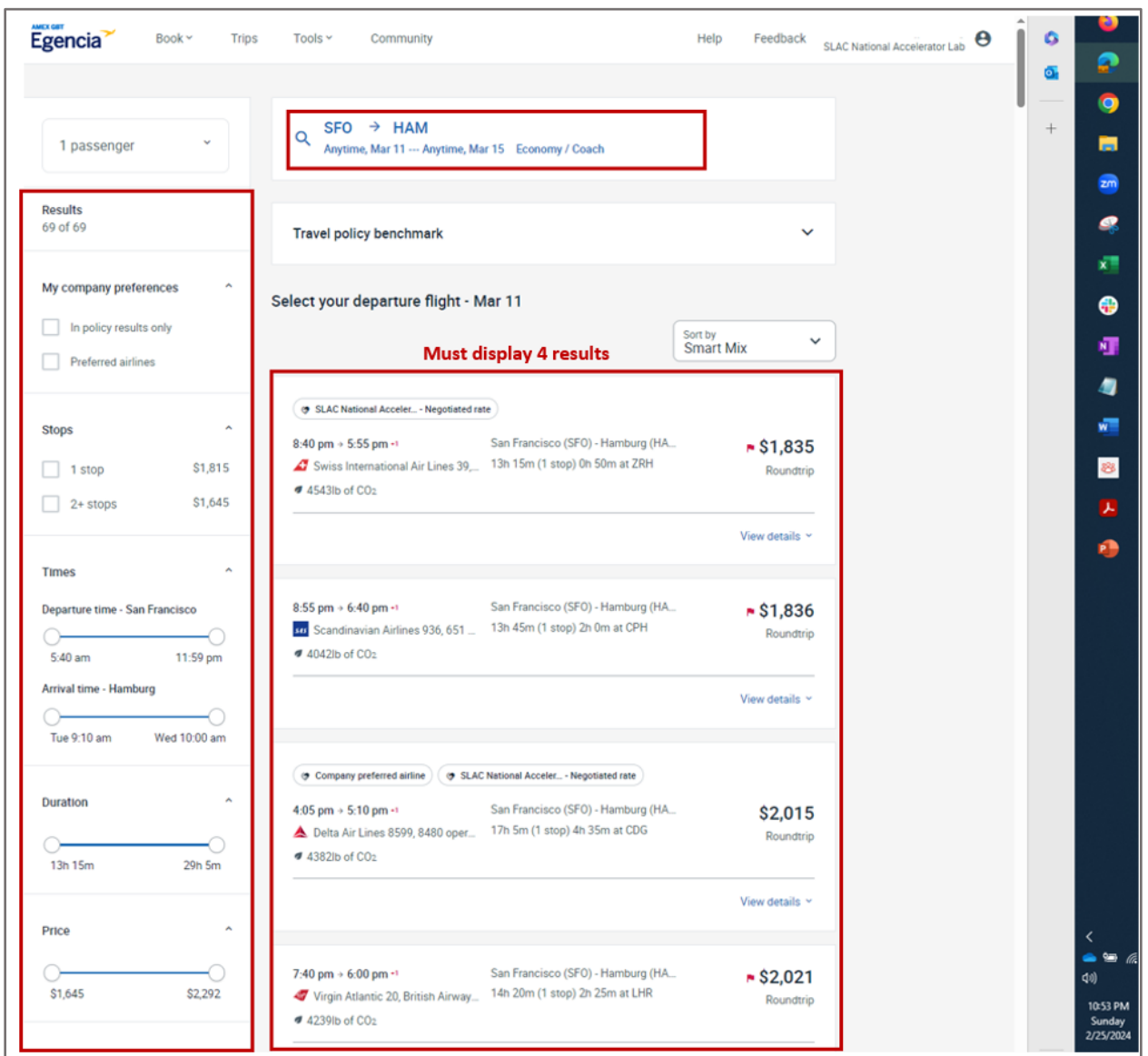


### Step 3: Locate at least four comparable flights

- Adjust the stops by selecting non-stop if the flight you booked was non-stop.
- 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

- 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.
- Take a screenshot of the displayed results.  
Screenshot requirements:
  - The date the screenshot was captured.
  - At least four comparable flights.
- Save the screenshot. This screenshot must be attached to the expense report in Concur.



The screenshot displays the Egencia flight search interface. At the top, the search criteria are SFO to HAM for Anytime, Mar 11 to Anytime, Mar 15, Economy / Coach class, for 1 passenger. The search results are filtered to show flights on Mar 11, with a requirement to display 4 results. The results list four flight options:

Flight Details	Price
SLAC National Accelerator Lab - Negotiated rate 8:40 pm - 5:55 pm -1 Swiss International Air Lines 39... 13h 15m (1 stop) 0h 50m at ZRH 4543lb of CO2	\$1,835 Roundtrip
8:55 pm - 6:40 pm -1 Scandinavian Airlines 936, 651 ... 13h 45m (1 stop) 2h 0m at CPH 4042lb of CO2	\$1,836 Roundtrip
Company preferred airline SLAC National Accelerator Lab - Negotiated rate 4:05 pm - 5:10 pm -1 Delta Air Lines 8599, 8480 oper... 17h 5m (1 stop) 4h 35m at CDG 4382lb of CO2	\$2,015 Roundtrip
7:40 pm - 6:00 pm -1 Virgin Atlantic 20, British Airways... 14h 20m (1 stop) 2h 25m at LHR 4239lb of CO2	\$2,021 Roundtrip



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