

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**

The screenshot shows the Egencia flight search interface. The top navigation bar includes 'Book', 'Trips', 'Tools', and 'Community'. The user is logged in as 'SLAC National Accelerator Lab'. The main search area is titled 'Hello, [User Name]' and includes a navigation menu with 'Flights' (highlighted with a red box and 'a'), 'Hotels', 'Trains', and 'Cars'. Below this is a search bar with a red box and 'b' containing the text 'Select traveler(s) or type to refine search'. The search criteria are set to 'Round trip' and include origin 'San Francisco, CA, United States of America (SFO-San Fi)' and destination 'Hamburg, Germany (HAM-Hamburg)' (both highlighted with a red box and 'c'). The dates are '3/11/2024' and '3/15/2024' (highlighted with a red box and 'd'). The 'Class' dropdown is set to 'Economy / coach' (highlighted with a red box and 'e'). The 'Search flights' button is highlighted with a blue box and 'f'. The right sidebar contains 'SLAC' branding, an 'Itinerary search' section, and several informational cards.

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 travel booking interface. At the top, the search criteria are SFO to HAM for Mar 11. The results section shows four flight options, each with a price and a 'Must display 4 results' label. The flight details include the departure and arrival times, the airline, the route, and the price. The desktop taskbar at the bottom right shows the date and time as 10:53 PM on Sunday, 2/25/2024.

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



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



If a fare comparison was not generated at the time of booking or submitted with expense report, the travel office will create and provide the most comparable fare comparison within two weeks of processing.