

Documenting a Fare Comparison

How To: Document a Fare Comparison

SLAC booking channels are the required booking method for booking air travel. Generally, documentation of fare comparison is not required when the business trip is booked according to the SLAC Travel and Expense Policy. Fare comparison documentation is required when any of the following occur:

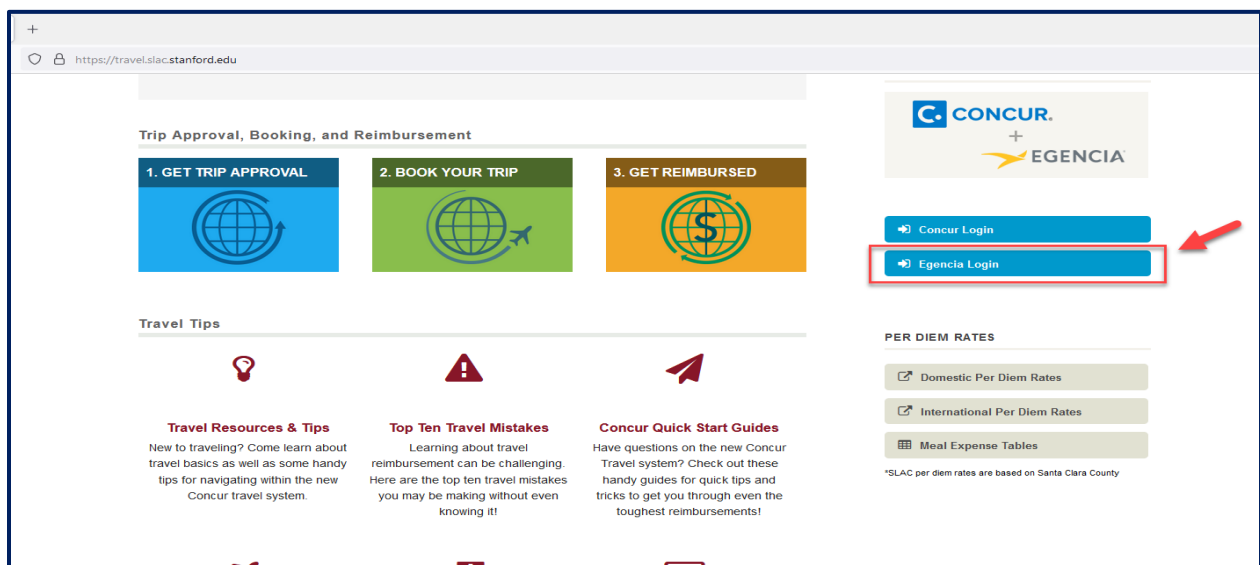
- The trip includes a personal component
- The itinerary is an indirect route.
- The fare class is out of policy.
- The most economical method of transportation is not selected for a trip, for example, a rental car is selected instead of air travel.

Before You Start

The fare comparison documentation is most often in the form of a screenshot. The search results should be taken the same day of booking from Egencia. The screenshot must visibly note the time and date of the search (i.e., from the taskbar on your desktop); include a broad set of search results (e.g., all applicable carriers); and should display the applicable parameters, such as the most direct route, excluding any 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 SLAC's Travel and Expense Policy
- f. Select **Search Flight**

The screenshot shows the EGENCIA flight search interface. The top navigation bar includes the EGENCIA logo, 'Book', 'Trips', and 'Tools' menus, along with 'Help', 'Feedback', and 'SLAC Traveler' links. The main header says 'Hello, SLAC' and 'SLAC National Accelerator Lab | View profile'. The search area is divided into several sections:

- 1**: A red box highlights the 'Flights' tab in the top navigation bar.
- 2**: A red box highlights the user profile dropdown menu, which is currently set to 'SLAC Traveler (travel@slac.stanford.edu)'.
- 3**: A red box highlights the origin and destination fields, set to 'San Francisco, CA (SFO-San Francisco Intl.)' and 'Geneva (GVA-Cointrin Intl.)'.
- 4**: A red box highlights the departure and return date fields, set to '1/6/2022' and '1/20/2022'.
- 5**: A red box highlights the 'Class' dropdown menu, which is currently set to 'Economy / coach'.
- 6**: A red box highlights the 'Search flights' button.

On the right side of the interface, there is a 'SLAC' logo, a 'Travel with confidence' section with a yellow shield icon, an 'Itinerary search' section with a 'Find' button, and a 'Message center' section with a list of messages from SLAC National Accelerator Lab.

Step 3

Locate at Least Four Comparable 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

- Make sure the date and time on your computer desktop are shown in the screenshot
- Take a screenshot of the displayed results (example pictured below)

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 shows the EGENCIA travel booking interface. The search criteria are SFO to GVA, Anytime, Jan 06 - Anytime, Jan 20, Economy / Coach. The results list shows four flight options:

Flight Details	Price
7:45 am - 7:25 am ¹¹ San Francisco (SFO) - Geneva (GVA) United 1186, Brussels Airlines 895... 14h 40m (1 stop) 1h 41m at IAD # 3366lb of CO ₂	\$625 Roundtrip
7:45 am - 7:25 am ¹¹ San Francisco (SFO) - Geneva (GVA) United 1186, 974 14h 40m (1 stop) 1h 41m at IAD # 3366lb of CO ₂	\$775 Roundtrip
9:19 am - 8:20 am ¹¹ San Francisco (SFO) - Geneva (GVA) United 520, 9719 operated by Swis... 15h 10m (1 stop) 2h 5m at JFK # 3339lb of CO ₂ Enhanced health and cleaning measures	\$775 Roundtrip
8:30 am - 7:35 am ¹¹ San Francisco (SFO) - Geneva (GVA) United 2304, Brussels Airlines 902... 14h 5m (1 stop) 1h 4m at EWR # 3333lb of CO ₂	\$878 Roundtrip

What Happens Next?

- Attach the screenshot of the comparison to the expense report in Concur.
- All flight comparisons are subject to travel approval. Travel@SLAC reserves the right to re-run a comparison on any submitted flight.