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.

![Egencia Login](image-url)
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

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

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.

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.