Quick Reference Guide: Comparable Airfare Quote

By standard policy, travelers should book all air transportation through OU’s contracted airline travel agency, unless circumstances satisfy policy exceptions. If a flight was not purchased through a contracted travel agency, the system will prompt you to provide a **Comparable Airfare Quote** from the contracted travel agency to properly justify the amount paid. This guide will assist in obtaining a **Comparable Airfare Quote** to accompany an expense report. Note that the **Comparable Airfare Quote** should be obtained at the time of booking.

Accessing Concur

1. Go to Travel.ou.edu and login with your 4x4.

Travel Wizard

2. Obtain the receipt for the flight that was purchased from a non-contracted travel agency.
3. Using the Travel Wizard on the left side of the page, enter in the departure city in the **From** field and the arrival city in the **To** field to match the non-contracted trip.
4. Using the receipt, determine the date the trip was booked and the date that the trip occurred. Selected corresponding future **Depart** date/time and **Return** date/time. For example, if the receipt shows that the flight was booked March 1st for a trip beginning April 1st, select the **Depart** date/time as one month from today’s date. Also, if the flight leaves on a Monday and returns on a Friday, select the **same days of the week** for the **Depart** and **Return** dates.
5. Note that Concur cannot create a quote for past dates.
6. Click **Search** and flight results will appear.
7. Select the **flight** from the matrix at the top of the screen that most closely corresponds with the flight that was taken.
8. Select the **Print/Email** hyperlink above the matrix and a pop-up fare quote will appear.
9. Select **Print flights** at the bottom of the pop-up and either print or save the **Comparable Airfare Quote** documentation.

Expense Report

10. Access the expense report requiring the **Comparable Airfare Quote** by clicking on the **name of the report** from Open Reports on the Concur homepage.
11. Click on **+ New Expense** at the top of the screen.
Quick Reference Guide: Comparable Airfare Quote

12. Either type in **Comparable Airfare Quote** in the **Expense Type** search bar at the top right of the expense report or scroll through the list of **All Expense Types** at the bottom right of the expense report and select **Comparable Airfare Quote**.

13. The **Transaction Date** should populate from the expense report header but if it does not, enter in the **Transaction Date** by using the **calendar** option or type in the date using the format of **MM/DD/YYYY**. Use the date the airfare was purchased through the non-contracted travel agency as the **Transaction Date**.

14. Click **Attach Receipt**.

15. Click **Browse** to locate the **Comparable Airfare Quote** documentation and then click **Attach**.

16. Click **Save**.

**Additional Notes**

17. If the **Comparable Airfare Quote** is higher than what was paid from a non-contracted travel agency, the expense will be processed for the paid amount.

18. If the airfare amount paid is in excess of the **Comparable Airfare Quote**, the additional amount will not be paid or reimbursement. The traveler will be personally responsible for the difference in cost and must itemize the excess amount as Personal/Non Reimbursable or reduce the airfare amount. Please see the documentation on Personal/Non Reimbursable expenses for more information.