Quick Guide: 
Comparable Airfare Quote

Guide
By standard policy, travelers should book all air transportation through OUHSC’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.ouhsc.edu and login with your HSC credentials.

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. Select 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 from the Concur homepage.

11. Select the expense line for Comparable Airfare Quote.

12. Click Attach Receipt.

13. Click Browse to locate the Comparable Airfare Quote and then click Attach.

14. 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.

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