

## 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. A **Comparable Airfare Quote** will also be required if personal travel is taken in conjunction with a business trip to ensure that the personal days did not add to the expense. 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 or username.

### 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 1<sup>st</sup> for a trip beginning April 1<sup>st</sup>, 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

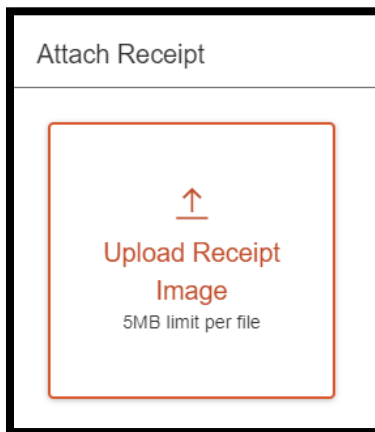
10. Access the expense report requiring the **Comparable Airfare Quote**.
11. Click on **Add Expense** and then select the **+ Create New Expense** tab.
12. Either type in **Comparable Airfare Quote** in the **Expense Type** search bar scroll through the list of expense types and select **Comparable Airfare Quote**.

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13. 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 Image** to the right of the expense. Note that if the receipt field is not present, click on the **Show Receipt** hyperlink at the top right of the screen.



15. A pop-up box will appear and you can click **Upload Receipt Image** to locate the quote.



16. Click **Open** and the quote image will appear to the right of the screen.
17. Click **Save Expense** at the top right or bottom left of the screen.

### Additional Notes

18. 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.
19. 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** or reduce the airfare amount. Please see the job aid on **Personal/Non-Reimbursable** expenses for more information.