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 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.
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.