

Travel Tip

Business Airfare Comparisons

Check list for when reviewing Travel Authorizations:

- Identify business meeting dates
- Identify if personal travel is included
- Check flight schedules for outbound travel
 - Can the traveler travel the same day to meet business needs?
- Check flight schedules for return travel
 - Can the traveler return on same day of completion of business on scheduled flights without a lodging stay due to excessive layovers?

Business Comparisons

When a TA is approved and the traveler requests personal time to be included in their itinerary, the travel coordinator (because the traveler is not always aware of the supporting documentation required) must quote a Business-Only comparison itinerary. Business-Only comparison itineraries must include the following:

- The most efficient mode of travel should be used. Regularly scheduled commercial flights are the preferred mode of travel.
- Routing should include the most direct and efficient means available.
- Dates and times for travel should be limited to the minimum amount of time required to conduct business.
- A date stamp should be printed in the margins of the comparison. **The date must match the approval date on the TA.** Printing quotes on the same day the TA is approved allows for a seamless validation.
 - Technical Note: Depending on the web browser used, the date may or may not be included in the margins of the the print out. Be sure to enable this in the settings dialog of your web browser.

Compare the cost of the Business-Only Itinerary to the cost of the Business with Personal Itinerary, the lesser cost of the two equals the allowable amount for reimbursement. **Failure to secure a Business Only comparison at the time the Travel Authorization is approved may result in reimbursements being disallowed.**

Business Only comparisons that are not pulled at the time the TA is approved require two future dated cost comparisons to be submitted as back up. Future-Dated comparisons should be a rare exception; one valid reason for doing a Future-Dated comparison is because the traveler did not advise there was personal travel on the TA.

Travel Coordinators should never purchase itineraries that include personal travel unless a Business-Only comparison quote has been generated and it's been determined that the cost of the **Business w/ Personal Itinerary** is **less than or equal to** the cost of the **Business-Only Itinerary**. If the Business-Only quote wasn't generated at the time the TA was approved, two future dated comparison quotes must be used in lieu of a Business-Only Cost Comparison quote. Obtaining future dated comparisons is used as a way to establish the business need when a business comparison was not provided when the TA was approved. This is not the standard way to establish business need.

Why do I need to generate Future Dated Cost Comparisons?

The reason we pull future comparisons (also referred to as after the fact comparisons) is to try to recreate what happened in the past. Since we cannot go in the past to create these scenarios you must look to the future. Two Future-Dated Cost Comparisons are required. One Future-Dated Business-Only Itinerary quote and a Future-Dated Business w/Personal Itinerary quote using the same vendor as purchased with flights, times and stops if available (if not available, closest routing and times to what was actually traveled on should be used).

How to generate a Future Dated Business Only Cost Comparison

Generate a Future-Dated Business-Only Itinerary based on the number of days in advance a TA was approved prior to the departure date needed for business. If a TA was approved 2 weeks prior to the original Business-Only departure date, generate the Future-Dated-Business-Only-Cost-Comparison quoting two weeks from today. Note: The same days of the week must be used.

Example:

TA approval date: Wednesday January 1st with a 7 day advance notice for business-only travel.

Dates of travel needed for business: Wednesday January 8th to Friday January 10th.

Future business comparison: 7 day advance notice pulling Wednesday to a Friday for business only.

Once you have established Future Business Only you have to **compare** it to Future Business/Personal.

How to generate a Future Dated Business w/ Personal Cost Comparison

Future-Dated Business w/ Personal cost quotes must be generated using the same criteria as above but using the day the ticket was purchased in relation to the day travel commenced and the days of the week that the traveler actually traveled. Note: If the ticket was purchased prior to the TA being approved, use the date the TA was approved since the purchase wasn't authorized prior.

Example:

Actual purchase date of the Business w/ Personal ticket: January 2nd.

Actual date of departure: Wednesday January 8 to Sunday January 12th to Seattle for business. The evening of Friday January 10th the traveler departed to Portland for personal travel and return home on Sunday January 12th.

Future Business/Personal comparison: 6 day advance notice pulling Wednesday home to Seattle then Friday PM Seattle to Portland and return Sunday (same time as original ticket) to home.

Example of how to compare your future comparisons value:

Scenario based on Future Business costing more

Future Business Only comparison cost 1000.00

Future Business/Personal comparison cost 950.00

Original ticket purchased can be reimbursed if paid for by the traveler. If paid for by the department travel card include future comparisons with your travel card records.

Scenario based on Future Business/Personal costing more

Future Business Comparison cost \$1000.00

Future Business/Personal Comparison Cost \$1200.00

$\$1200.00 - 1000.00 = \200.00 should be deducted from your travel expense report if original ticket for business/personal was purchased by traveler.

If the original purchased ticket for Business/Personal was purchased by department travel card and charged to a restricted fund you will need to JV the difference to a fund 1 for administrative error.

UA Regulation [R05.02.060](#)

R05.02.060.A.3.c(3):

Travel should be confined to the minimum amount of time required to conduct university business. Lodging reimbursement is limited to the business days. **Business justification must be provided to support travel and lodging one day before and/or one day after the business days.** Any deviation requires the advance approval of the Travel Administrator.

R05.02.060.A.5.a(1):

Travel routing must be by the most direct route and efficient mode available. Any extra expenses resulting from travel by an indirect route or less efficient mode for the traveler's convenience will be borne by the traveler, and reimbursement will be based only on such charges as would have been incurred or reimbursed for traveling by the most direct route or efficient mode for business purposes. When personal travel via airlines is being mixed with business travel, a cost comparison itinerary showing the most direct routes and/or efficient modes for the business purpose must be completed at the time the travel is approved on the Travel Authorization Form. The comparison must be attached to the Travel Expense Report. Failure to secure a cost comparison prior to travel, may result in reimbursements being disallowed. Personal days must be identified on the Travel Authorization Form, and properly reported as leave, if appropriate.