

# UAF Travel

## Friday's Tips, Tricks, & FAQ's

8 November 2019

### Concur Tips & Tricks: Airline Fare Classes

Travelers are required to use the Concur booking tool or CTM to book airfare with GDS listed carriers. Booking through Concur/CTM also ensures the University receives its negotiated discounted rates where applicable. Travelers may book outside of Concur/CTM if there is a business reason to book elsewhere. This reason should be documented on the Request.

In order to help travelers follow travel regulations and guidelines, the booking tool has been programmed to only list allowable fare classes.

#### Fare Classes Listed in the Booking Tool

**Main:** This is a ticket for a seat in the coach class cabin. This type of ticket offers more comfort (e.g. seat assignment) and flexibility. Changes to the dates or destinations of travel result in a change fee and/or collection of fare difference. Cancelled trips result in a cancellation fee and issuance of an "unused ticket credit."

The University of Alaska strongly recommends the purchase of "Main" tickets.

**Refundable Main:** This is a ticket for a seat in the coach class cabin. This type of ticket offers the maximum amount of flexibility. They can be changed as often as needed without change fees. They can also be refunded in the event of a cancellation.

This type of fare is allowable, but only if there is a business need. These are usually significantly more expensive than the "Main" fare for the same itinerary. They are not purchased often, usually only for variable-schedule or weather-dependent field work.

#### Fare Classes Not Listed in the Booking Tool

**Super Saver/Basic Economy:** This is a ticket for a seat in the coach class cabin. However, this class of fare essentially strips the traveler convenience features (e.g. a decent seat, room for baggage, etc.) so the airline can publish the lowest possible price. These tickets are completely unalterable. Changes are unallowable, and cancellations are neither refunded nor issued a credit for the fare.

The University of Alaska strongly discourages the purchase of super saver or basic economy tickets. The purchase of these fare classes is at the traveler's own risk.

**Business & First:** These are tickets in the Business and First class cabins.

These are not allowable for reimbursement. If a traveler chooses to purchase this fare class, a coach class business only comparison for the exact same flight must be pulled from the booking tool and attached to the Request.