

Concur Travel – Obtaining a Cost Comparison in Concur

Process: Airfare cost comparisons are required for airline tickets that combine official University business travel with personal travel, and for driving over 500 miles one-way to a business destination. If the business combining personal portion of the trip is only adding 7 or less personal days at the business destination, a cost comparison is NOT required. Cost comparisons are required to be obtained within three days (either before or after) of the purchase date for the business combining personal airfare

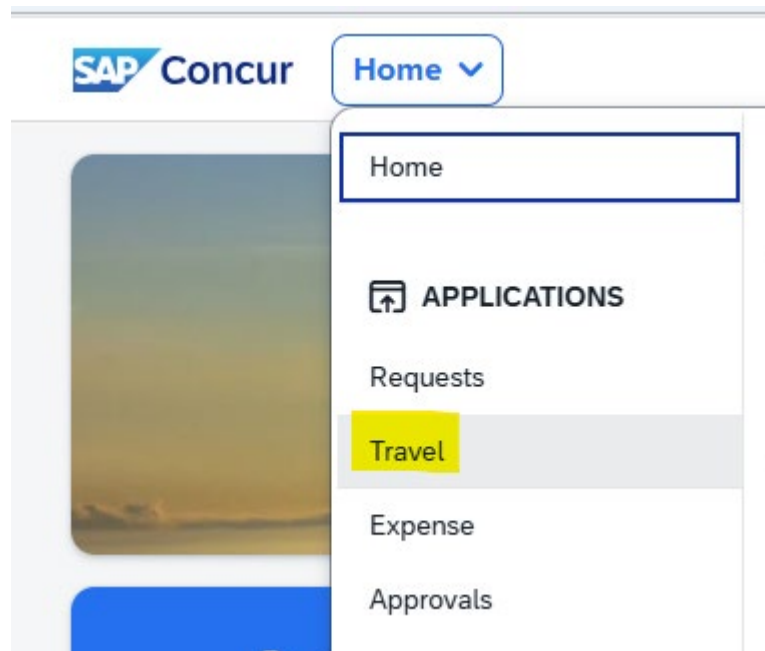
Obtaining a Cost Comparison

Login to SAP
Concur

- Login to MyUK
- Click Employee Self Service tab
- Click the link for Concur and Travel Expense Management

Obtaining a
Cost
Comparison

- Click the Travel link in the “Home” dropdown menu



Concur Travel – Obtaining a Cost Comparison in Concur

Obtaining a Cost Comparison

- In the Trip Search box, search for the flight itinerary the employee would have taken had this travel been for business only dates

Flight Search

Round-trip

One-way

Multi-city

From *

Enter airport, city, or location

To *

Enter airport, city, or location

Dates *

07/30/2025 - 07/31/2025

Cabin

Economy

Adults *

1

☐

 Include Accommodation

Search Flights

- Click Search
- This will bring up the flight options for business only travel

Departing Flight

Lexington (LEX) - Chicago (ORD)

Departure Date: Monday, August 11, 2025

Edit Search

All Filters

Flight Number

Matrix

Number of Stops

Carriers

Time

Flexibility

Policy

Class of Service

37 of 37 Flights

Best flights for you

American Airlines

6:59 PM - 7:35 PM

LEX - ORD • Nonstop • 1h 36m

Recommended

More Preferred

237kg CO2e

Main Cabin

Round-trip

★ \$572

Main Plus

Round-trip

⚠️ \$685

American Airlines

6:00 AM - 6:36 AM

LEX - ORD • Nonstop • 1h 36m

Recommended

More Preferred

237kg CO2e

Main Cabin

Round-trip

★ \$572

Main Plus

Round-trip

⚠️ \$685

All flights

American Airlines

6:00 AM - 6:36 AM

LEX - ORD • Nonstop • 1h 36m

More Preferred

237kg CO2e

Main Cabin

Round-trip

★ \$572

Main Plus

Round-trip

⚠️ \$685

2

Concur Travel – Obtaining a Cost Comparison in Concur

- Select the departing flight the traveler would have chosen for business only travel
- Click “Select Fare”

American Airlines

6:59 PM - 7:35 PM Nonstop • 1h 36m

LEX - ORD

✈ **6:59 PM** • Blue Grass Airport

American Airlines AA 6452

Operated by SKYWEST AIRLINES AS AMERICAN EAGLE

Duration: 1h 36m

Canadair Regional Jet 700

[Preview Seat map](#)

On time: 10%

📍 **7:35 PM** • Chicago O'Hare International Airport

✦ Recommended [More Preferred](#)

237kg CO2e

Economy

Main Cabin

- Standard legroom seat
- 1 carry-on bag included
- 1st checked bag for \$40
- 2nd checked bag for \$45
- Nonrefundable
- Free advanced changes
- Same day changes for a fee
- 237kg CO2e

Round-trip

★ \$572

[Fare Details](#) [Select Fare](#)

- Select the return flight the traveler would have chosen for business only travel

Return Flight

Chicago (ORD) - Lexington (LEX) Departure Date: Thursday, August 14, 2025 [Edit Search](#)

[All Filters](#) [Matrix](#) [Number of Stops](#) [Carriers](#) [Time](#) [Flexibility](#) [Policy](#) [Class of Service](#)

94 of 94 Flights

<p>American Airlines</p> <p>8:44 AM - 11:11 AM ORD - LEX • Nonstop • 1h 27m</p> <p>More Preferred 220kg CO2e</p>	<p>Main Cabin</p> <p>Round-trip</p> <p>★ \$572</p>	<p>Main Plus</p> <p>Round-trip</p> <p>⚠️ \$629</p>
<p>American Airlines</p> <p>3:58 PM - 6:26 PM ORD - LEX • Nonstop • 1h 28m</p> <p>More Preferred 244kg CO2e</p>	<p>Main Cabin</p> <p>Round-trip</p> <p>★ \$572</p>	<p>Main Plus</p> <p>Round-trip</p> <p>⚠️ \$629</p>

- Click “Select Fare”

Concur Travel – Obtaining a Cost Comparison in Concur

The screenshot shows a flight selection interface for American Airlines. On the left, flight details are listed: 8:44 AM - 11:11 AM, Nonstop, 1h 27m, ORD - LEX. It specifies the aircraft as American Airlines AA 4935, operated by SKYWEST AIRLINES AS AMERICAN EAGLE, with a duration of 1h 27m and a Canadair Regional Jet 700. The on-time performance is 60%. The destination is Blue Grass Airport. On the right, the 'Economy' fare is shown with a 'Main Cabin' label. It includes a standard legroom seat, 1 carry-on bag, and 1st/2nd checked bags for \$40/\$45. It is nonrefundable with free advanced changes and same-day changes for a fee. The weight allowance is 220kg CO2e. The round-trip price is \$572. A 'Select Fare' button is highlighted in yellow.

- This will bring up the selected flight itinerary and the estimated total costs

Review and Book

The 'Review and Book' screen displays a round-trip itinerary for Monday, August 11, 2025 (Lexington, KY (LEX) - Chicago, IL (ORD)) and Thursday, August 14, 2025 (Chicago, IL (ORD) - Lexington, KY (LEX)). The estimated total cost is \$571.93, broken down into a base fare of \$503.56 and taxes/fees of \$68.37. The payment section shows a message: 'No valid forms of payment found. Please add a new personal card.' with a link to 'Add Payment Method'.

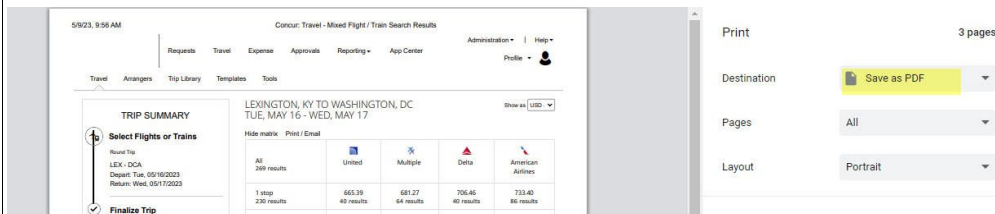
- Right click on the Review and Book screen to print the flight options to adobe

Review and Book

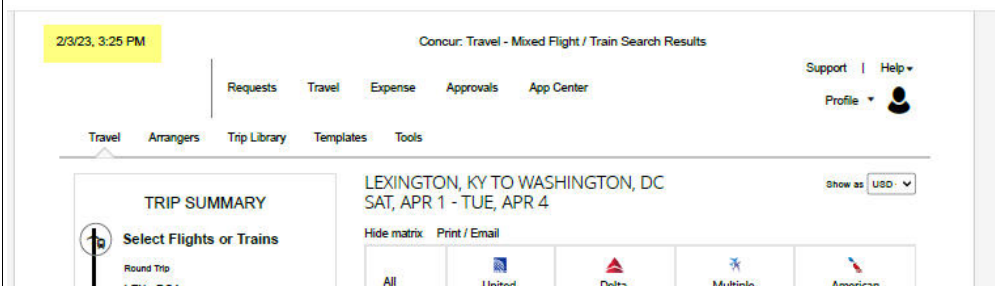
This screenshot is identical to the previous one, but with a right-click context menu open over the 'Print...' option. The menu includes options like 'Back', 'Forward', 'Reload', 'Save as...', 'Print...', 'Cut...', 'Search images with Google', and 'Send to your devices'. The 'Print...' option is highlighted.

Concur Travel – Obtaining a Cost Comparison in Concur

- Set the print destination to Save as PDF



- Click Save
- Make sure the date and time are printed on the pdf in the header or footer section of the saved pdf



- The date is required to be on the pdf for this to be a valid cost comparison
- Save pdf

Concur Travel – Obtaining a Cost Comparison in Concur

7/30/25, 11:10 AM

Review Page | Concur Travel

SAP Concur

?

Travel

Arrangers

Trip Library

Tools

Select a frequent flyer account in Traveler Information to view a personalized seat map based on your account status.

Review and Book

Flight Itinerary

Round-trip

Monday, August 11, 2025

Lexington, KY (LEX) - Chicago, IL (ORD)

6:59 PM - 7:35 PM Nonstop Duration: 1h 36m

American Airlines

AA 6452

Operated by SKYWEST AIRLINES

AS AMERICAN EAGLE

Main Cabin

Cabin: Economy

Corporate Fare

Thursday, August 14, 2025

Chicago, IL (ORD) - Lexington, KY (LEX)

8:44 AM - 11:11 AM Nonstop Duration: 1h 27m

American Airlines

AA 4935

Operated by SKYWEST AIRLINES

AS AMERICAN EAGLE

Main Cabin

Cabin: Economy

Corporate Fare

View Flights and Fare Details

Estimated Total Cost

\$571.93

Base Fare

\$503.56

Taxes, fees & charges

\$68.37

Payment

No valid forms of payment found. Please add a new personal card.

No Form of Payment Available

Add Payment Method

I have read and accept the rules and restrictions and policies. I authorize SAP Concur to share my Traveler Information and preferences with the travel provider.

*

Flight Fare Rules and Restrictions

Traveler Information

Traveler Information is based on your SAP Concur profile. Your information and any information you complete below will be shared with the travel provider to complete the booking process. Please ensure your name below matches what is on your government issued ID.

Name of Passenger

This cost comparison will need to be submitted with the traveler’s Concur Travel Expense Report

6