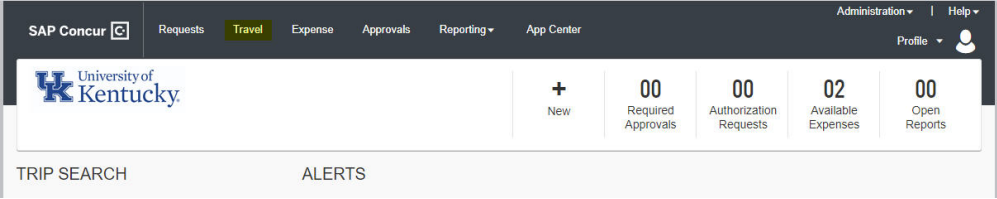


Concur Travel – Obtaining a Cost Comparison in Concur

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. Cost comparisons are required to be obtained within three days (either before or after) that the business combining personal airfare is purchased

Obtaining a Cost Comparison	
Login to SAP Concur	<ul style="list-style-type: none">• Login to MyUK• Click Employee Self Service tab• Click the link for Concur and Travel Expense Management
Obtaining a Cost Comparison	<ul style="list-style-type: none">• Click the Travel tab in the Concur window  <ul style="list-style-type: none">•

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

The screenshot shows the Concur Travel Trip Search interface. At the top, there are options for "Booking for myself" and "Book for a guest". Below this are icons for flight, car, hotel, and train. A red warning message states: "Please ensure your Concur profile's credit card is valid before beginning an airline reservation on Concur. If a card is declined during ticketing, the auto-process will stop and a AAA agent must then process the ticket, which will result in a \$26 or \$38 service fee and could result in a higher airfare if the purchase is delayed." Below this is a blue note: "Regarding international tickets, Concur may not be the best tool to book complex international itineraries, and for those we recommend you call a full-service AAA travel agent for assistance (323-5354)." A red note follows: "For the lowest international fares on Concur, search by using a time selection plus/minus 12 hours to create a 24-hour clock, as some international flights are overnight. If flexible with flight times, search by using a time selection plus/minus 12 hours to display a full 24-hour window of options and potential low fares." A "PLEASE NOTE" section states: "Search results are based on your selected criteria and other factors including company policies. Fare, schedule or availability information may not be complete or in neutral order." The "Mixed Flight/Train Search" section includes tabs for "Round Trip", "One Way", and "Multi City". The "From" field is labeled "Departure city, airport or train station" and has a "Find an airport" link. The "To" field is labeled "Arrival city, airport or train station" and also has a "Find an airport" link. The "Depart" section includes a date field (mm/dd/yyyy), a "depart" dropdown, a "Morning" dropdown, and a "± 8" dropdown. The "Return" section includes a date field (mm/dd/yyyy), a "depart" dropdown, a "Morning" dropdown, and a "± 8" dropdown. There are checkboxes for "Pick-up/Drop-off car at airport" and "Find a Hotel". The "Adults" section shows "Search by" with a dropdown set to "1" and another dropdown set to "Price". A red "Search" button is at the bottom.

- Click Search
- This will bring up the flight options for business only travel
- Right click on the flight options screen to print the flight options to adobe

Concur Travel – Obtaining a Cost Comparison in Concur

The screenshot displays three flight options for United Airlines from Lexington, KY (LEX) to Washington, DC (DCA). Each option includes a departure time, arrival time, number of stops, and flight duration. The first option is priced at \$665.39, and the second at \$792.79. A print menu is overlaid on the right side of the page, with the 'Print...' option highlighted.

Flight Option	Departure	Arrival	Stops	Duration	Fare
United 1	07:14 AM LEX	12:06 PM DCA	1 ORD	4h 52m	\$665.39
United 1	07:00 AM DCA	01:10 PM LEX	1 ORD	6h 10m	\$792.79
United 1	07:14 AM LEX	12:06 PM DCA	1 ORD	4h 52m	\$665.39
United 1	04:55 PM DCA	10:35 PM LEX	1 ORD	5h 40m	\$792.79
United 1	07:14 AM LEX	12:06 PM DCA	1 ORD	4h 52m	\$665.39
United 1	10:50 AM DCA	05:23 PM LEX	1 ORD	6h 33m	\$792.79

- Set the print destination to Save as PDF

The screenshot shows the 'Print' menu in the Concur Travel interface. The 'Destination' is set to 'Save as PDF', and the 'Pages' are set to 'All'. The 'Layout' is set to 'Portrait'. The page number '3 pages' is also visible.

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

The screenshot shows the 'TRIP SUMMARY' section of the Concur Travel interface. The date and time '2/3/23, 3:25 PM' are highlighted in yellow. The trip summary includes the destination 'LEXINGTON, KY TO WASHINGTON, DC' and the dates 'SAT, APR 1 - TUE, APR 4'. The 'Print / Email' button is visible.

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

Concur Travel – Obtaining a Cost Comparison in Concur

- Highlight the itinerary the traveler would have hypothetically chosen for official University business travel

TRIP SUMMARY

Select Flights or Trains

Round Trip
LEX - DCA
Depart: Sat, 04/01/2023
Return: Tue, 04/04/2023

Finalize Trip

LEXINGTON, KY TO WASHINGTON, DC
SAT, APR 1 - TUE, APR 4

Show as: USD

Hide matrix Print / Email

All	United	Delta	Multiple	American Airlines
373 results				
1 stop 333 results	616.67 27 results	652.28 109 results	693.12 109 results	714.91 88 results
2 stops 40 results	–	–	–	771.70 40 results

Shop by Fares Shop by Schedule

Unused ticket credits will be displayed on your flight search results. Please try to use them as quickly as possible, as travel must be completed by the expiration date shown. Request AAA to use a credit in the "The Comments to Agent" box at the end of this booking. If you have any questions or need assistance, please call AAA Concur Help Desk at 877-463-0543.

The matrix above displays airfares for not only the airports you selected to search, but for all surrounding airports as well. However the priced itineraries below the matrix are for your specified airports only. The airport filters in the right hand column allow you to open up more flight results for multiple airports.

Flight Number Search Sorted By: Price - Low to High

Displaying: 85 out of 373 results. [Previous](#) | Page: 1 of 9 | [Next](#) | [All](#)

<p>Delta¹</p> <p>07:30 AM LEX → 12:00 PM DCA 1 DTW 4h 30m</p> <p>09:45 PM DCA → 11:32 PM LEX Nonstop 1h 47m</p> <p><small>¹ DL 4787 operated by ENDEAVOR AIR DBA DELTA CONNECTION, DL 5605 operated by REPUBLIC AIRWAYS DELTA CONNECTION</small></p>	<p>Main Cabin \$687.48</p> <p>Select</p> <p>Refundable Main Cabin \$826.39</p> <p>Select</p> <p>More fares/details</p>
<p>Delta¹</p> <p>11:23 AM LEX → 06:00 PM DCA 1 ATL 6h 37m</p> <p>09:45 PM DCA → 11:32 PM LEX Nonstop 1h 47m</p> <p><small>¹ DL 5605 operated by REPUBLIC AIRWAYS DELTA CONNECTION</small></p>	<p>Main Cabin \$687.48</p> <p>Select</p> <p>Main Cabin / Main Ca... \$1,244.08</p> <p>Select</p> <p>More fares/details</p>

Previous Searches

Previous Searches

Load

Change Search

From: LEX - Lexington Blue Grass Airport - Lexington, KY

To: DCA - Washington D.C. Ronald Reagan National Airport

Search by: Price

Search

Depart - Sat, Apr 1

Depart: 06:00 A - 02:18 P

Arrive: 10:18 A - 11:57 P

Return - Tue, Apr 4

Depart: 07:00 A - 09:45 P

Arrive: 01:08 P - 11:55 P

Price

Price: \$616.67 - \$2,025.84

Display Settings

Display Settings

Hide flights without refundable fares

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