Price Quote Comparison Requirements

Price quote comparisons must be obtained prior to the trip and for the dates of the business portion only. The amount that is reimbursed is the lesser of the comparison or actual expense amount as detailed below.

A Price Quote Comparison is required when:

Combining business travel with a personal vacation
- A combination trip does benefit the traveler to some extent, therefore, travelers should exercise special care not to seek reimbursement for expenses that could be construed as personal.
- If the stay at a business location is extended no more than 3 days either prior to or after the business mission, the entire ticket may be reimbursed.
  - Any extension longer than 3 days requires a cost comparison for the direct route to and from the business location for the days of business.
  - Additional expenses incurred during the personal days are non-reimbursable. (i.e. parking, lodging, per diem, etc.)
- If any other destinations (other than normal connecting airports) not pertaining to the business purpose are included on the ticket, the amount reimbursed will be the fare directly related to the point(s) of business based on the economy class used.

Driving in lieu of flying
- The mileage reimbursement cannot exceed the lowest commercial economy airfare for one individual traveling to and from the business destination for the days of business.
- When driving distances are greater than 800 miles roundtrip, the reimbursement will be the lesser of:
  - The personal vehicle mileage expense OR
  - The price quotes of expenses below:
    - Lowest available economy airfare
    - Roundtrip mileage to airport
    - Airport parking rate of $9.00 per day
    - Shuttle expense to/from airport to the business location

Discounted fare is obtained due to an additional overnight stay (generally a Saturday night)
- Travel reimbursement is limited to the lesser of:
  - Economy fare without the additional stay OR
  - Discounted fare plus:
    - Day(s) of additional lodging
    - M&IE
    - Rental car
    - Airport parking

Departing or arriving from a location other than the Official Station or place of business
- Travel reimbursement is limited to the lesser of expenses incurred from the departure point or from the Official Station.
Using a train, bus or other conveyance

- Travel reimbursement is limited to the lesser of:
  - The actual train or bus fare OR
  - The lowest available round trip commercial economy airfare for the same dates of travel.

- The actual lease cost for aircraft leased from a commercial leasing company is reimbursable up to the round trip commercial economy airfare rate for the same trip for the same number of official passengers.

- Chartered aircraft expenses are reimbursable up to the lowest available round trip commercial economy airfare for the same dates and destination of travel.

Documentation that can be used

- Printouts from online vendors. (i.e. Expedia or Kayak)
  - Acceptable flight comparison printouts should be for roundtrip, with at least 2 different airline carriers. Some websites may show the search results on the left side of the page, in this case, print the first page only.
  - Must show the lowest available commercial economy airfare for one individual traveling to and from the business destination.
  - Comparison cannot be limited to only one airline, such as preferred carrier or reward program.
  - One-way quotes will not be accepted.

- Copy of a co-workers airfare itinerary/receipts that attended the same trip, which only traveled to the business destination and returned with no personal or other travel destinations.

- A written statement from a travel agency.

Price Quote Example from Expedia:

![Price Quote Example](image)