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:

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

Combining business travel with a personal vacation
- Travelers should exercise special care not to seek reimbursement for expenses that could be construed as personal. Expenses paid that are directly related to the business will be reimbursable; additional expenses incurred during the personal days are non-reimbursable (i.e. parking, lodging, per diem, etc.)

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: