



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:

Wichita, KS, United States (LI) x Orlando (ORL) x 05/08/2018 05/12/2018 Search

Nearby airports Nearby airports

1 Traveler, All Airlines, Economy / Coach Show options v

Select your departure date **Orlando Tue, May 8**

Prices are roundtrip per person. Taxes and fees do not include baggage fees.

Stops From: Price (Lowest) v

1 Stop (29) \$246

Airlines included From:

American Airlines (11) \$246

Delta (11) \$248

United (7) \$246

Departure time - Wichita

Morning (5:00am - 11:59am)

Afternoon (12:00pm - 5:59pm)

Evening (6:00pm - 11:59pm)

Arrival time - Orlando

Early Morning (12:00am - 4:59am)

Morning (5:00am - 11:59am)

Afternoon (12:00pm - 5:59pm)

Evening (6:00pm - 11:59pm)

Book this flight with a hotel, get 100% off your flight

6:11pm - 12:06am +1 American Airlines 4h 55m ICT - MCO
1 stop 56m in DFW
American Airlines 5729 operated by Mesa Airlines As American Eagle
Select Flight + Hotel

Expedia Bargain Fare \$240
Get the flight now and flight details after booking. This is a special fare with restrictions. Look for details in checkout. Airline and flight time revealed after purchase. **Select**

6:11pm - 12:06am +1 4h 55m 1 stop Basic Economy \$246 roundtrip
American Airlines ICT - MCO 56m in DFW
American Airlines 5729 operated by Mesa Airlines As American Eagle
Select

3:27pm - 9:36pm 5h 9m 1 stop Basic Economy \$246 roundtrip
United ICT - MCO 52m in IAH
United 3635 operated by Republic Airlines DBA United Express
Select

11:40am - 5:56pm 5h 16m 1 stop Basic Economy \$246 roundtrip
United ICT - MCO 56m in IAH
United 4141 operated by Expressjet Airlines DBA United Expr
Select

6:15am - 1:46pm 6h 31m 1 stop Basic Economy \$246 roundtrip
United ICT - MCO 1h 50m in ORD
Select

Run this search to Orlando ad
May 8 - May 12 on these travel sites:

travelocity
View today's best flight deals from ICT. Book now!

AirTkt.
Find cheap flights to Orlando on AirTKT.

priceline

Do not select any of these boxes

Business Dates Only