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: