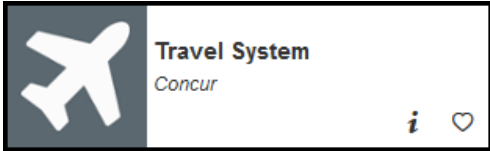
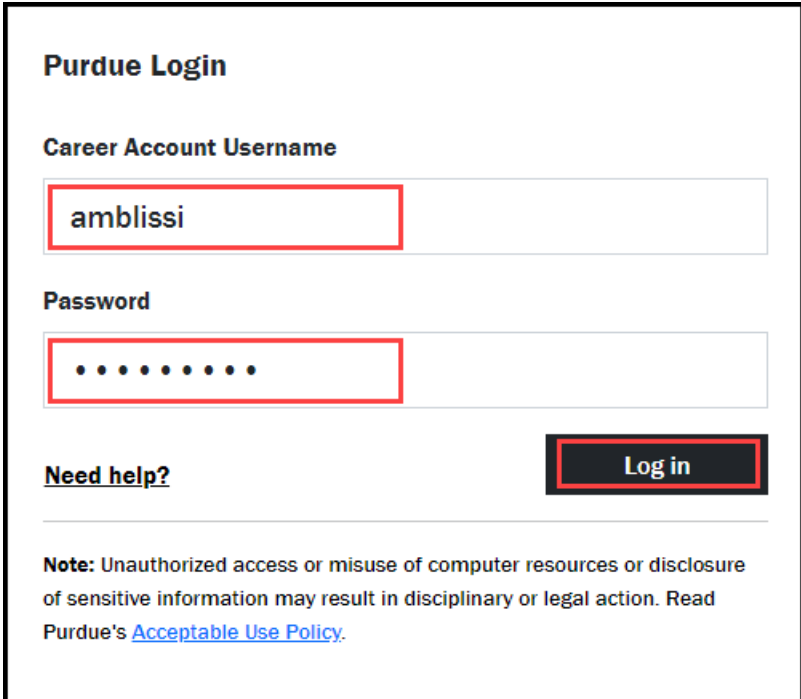


**Cost Comparison Quick Reference Guide**

**Last Updated:** 07/2023

This QRG provides the steps for travelers and/or delegates to create a cost comparison. A cost comparison is required for all international travel to, between or within countries outside of the United States or U.S. Territories. This includes Mexico and Canada trips, but **only if it includes personal travel**. If the personal travel is **less than three (3) days** before or after the business trip, **no cost comparison is required**. Any days over three (3) require a cost comparison. Cost comparisons must be obtained from Concur or Anthony Travel prior to the trip. For additional details, see the [Cost Comparisons](#) page of the [Travel](#) website.

**Jump Links:** [Log in to Concur](#), [Search for Flight](#), [Cost Comparison](#)

<b>Log in to Concur</b>	
<p>Go to the <b>OneCampus Portal</b>.</p> <p>Choose <b>Travel System (Concur)</b> to log in to Concur.</p>	<p><a href="https://one.purdue.edu/">https://one.purdue.edu/</a></p> 
<p>Log in using your <b>Purdue Career Account Username</b> and <b>Password</b>.</p> <p>Click <b>Log in</b>.</p>	 <p><b>Purdue Login</b></p> <p><b>Career Account Username</b></p> <p>amblissi</p> <p><b>Password</b></p> <p>.....</p> <p><a href="#">Need help?</a> <b>Log in</b></p> <p><b>Note:</b> Unauthorized access or misuse of computer resources or disclosure of sensitive information may result in disciplinary or legal action. Read Purdue's <a href="#">Acceptable Use Policy</a>.</p>

**Search for Flight**

From Concur Home page, use **Trip Search**.

*For example: With personal travel included, trip is July 16-26. Conference is July 18-19. You can depart two days before business starts and return one day after, so the comparison needs to be July 16-20.*

1. Click the **Round Trip** tab.
  2. Enter **Departure City**.
  3. Enter **Arrival City**.
  4. Enter **Departure** date and time window.
- NOTE: When searching, the time window defaults to ±4, this can be changed up to a window of ±9 hours.*
5. Enter **Return** date and time window.

Click **Search**.

**TRIP SEARCH**


PLEASE NOTE: If you are booking Southwest Airlines, multi-city trips are not supported in Concur.

**Mixed Flight/Train Search**

1 Round Trip One Way Multi City

From ?  
 Chicago, IL - Chicago O'Hare Intl Airport 2  
Find an airport | Select multiple airports

To ?  
 London - London Area Airports 3  
Find an airport | Select multiple airports

Depart ?  
 07/16/2022 depart 09:00 am ± 5 4

Return ?  
 07/20/2022 depart 03:00 pm ± 5 5

- Pick-up/Drop-off car at airport
- Automatically reserve this car
- Find a Hotel

Class ? Search by  
 Economy class Schedule

Specify a carrier ?

Search

**Cost Comparison**

Flight results, by default, display by **Schedule**.

To view outbound and return flights by cost, click **Shop by Fares**.

Shop by Fares Shop by Schedule

Click on the fare to select the desired price and flight.

PLEASE NOTE: If you are booking Southwest Airlines, multi-city trips are not supported in Concur.

A list of flight results is displayed. This screen should be used as the cost comparison.

CHICAGO, IL TO LONDON, UNITED KINGDOM  
SAT, JUL 16 - WED, JUL 20

Show matrix Print / Email

Shop by Fares Shop by Schedule

Click on the fare to select the desired price and flight.  
PLEASE NOTE: If you are booking Southwest Airlines, multi-city trips are not supported in Concur.

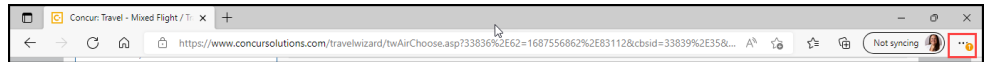
Flight Number Search  Sorted By: Purdue University  Displaying: 219 out of 220 results.   
Previous | Page: 1 of 22 | Next | All

American Airlines 08:30 AM ORD → 10:10 PM LHR Nonstop 7h 40m 11:00 AM LHR → 01:45 PM ORD Nonstop 8h 45m Preferred Airline <input type="checkbox"/> More fares/details	Main Cabin <b>\$1,684.57</b> Least-Cost Logical <input type="button" value="Select"/>	Main Cabin Flexible <b>\$1,989.57</b> <input type="button" value="Select"/>
American Airlines 08:30 AM ORD → 10:10 PM LHR Nonstop 7h 40m 12:15 PM LHR → 03:05 PM ORD Nonstop 8h 50m Preferred Airline <input type="checkbox"/> More fares/details	Main Cabin <b>\$1,684.57</b> Least-Cost Logical <input type="button" value="Select"/>	Main Cabin Flexible <b>\$1,989.57</b> <input type="button" value="Select"/>
American Airlines 08:30 AM ORD → 10:10 PM LHR Nonstop 7h 40m 02:25 PM LHR → 05:15 PM ORD Nonstop 8h 50m Preferred Airline <input type="checkbox"/> More fares/details	Main Cabin <b>\$1,684.57</b> Least-Cost Logical <input type="button" value="Select"/>	Main Cabin Flexible <b>\$1,989.57</b> <input type="button" value="Select"/>

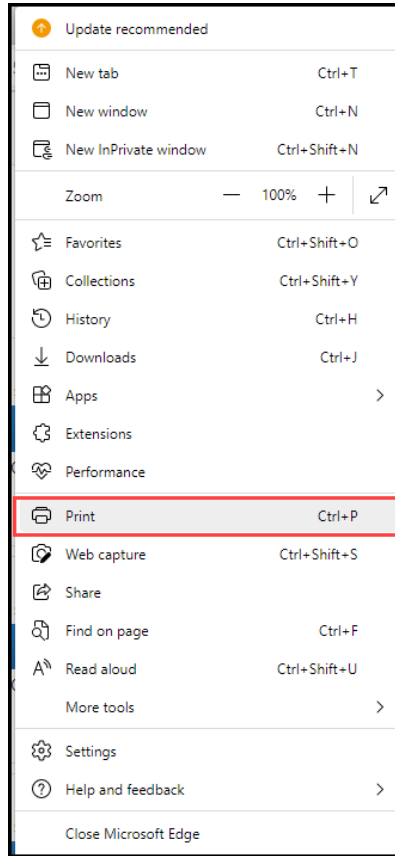
Create a PDF of the search results.

In the far upper right corner, click the **Settings** or **Applications Menu**.

**NOTE:** Internet browsers may slightly vary.

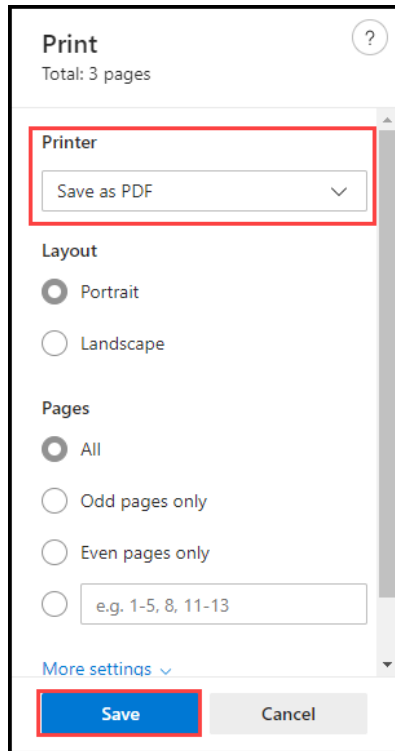


From the menu, click **Print**.

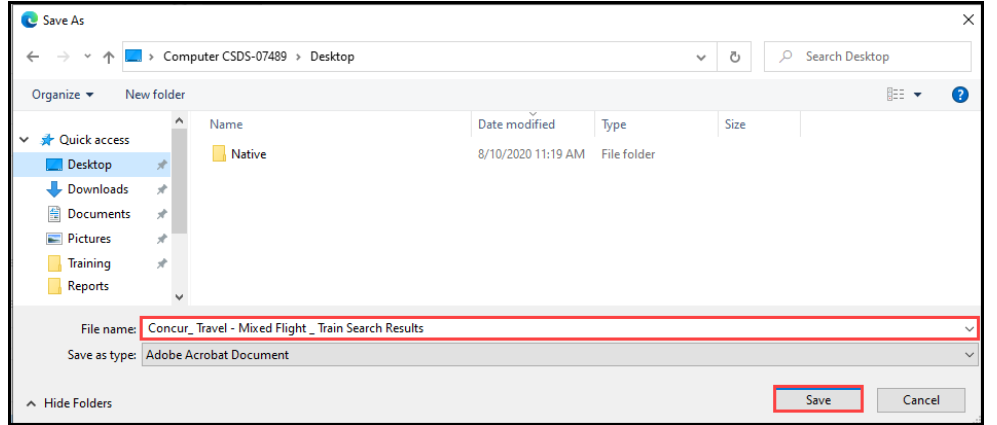


Select **Save as PDF** from the Printer drop-down.

Click **Save**.



Enter desired **File Name** and click **Save**.



Send the cost comparison with all other documentation upon return from travel to [purduetravel@purdue.edu](mailto:purduetravel@purdue.edu).