

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 <u>Cost</u> <u>Comparisons</u> page of the <u>Travel</u> website.

Jump Links: Log in to Concur, Search for Flight, Cost Comparison

Log in to Concur			
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	Note: Unauthorized access or misuse of computer resources or disclosure		
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Search for Flight TRIP SEARCH XB **1**----From Concur Home page, use PLEASE NOTE: If you are booking Southwest Airlines, multi-Trip Search. city trips are not supported in Concur. Mixed Flight/Train Search For example: With personal travel Round Trip One Way Multi City included, trip is July 16-26. Conference is July 18-19. You can From 🕜 depart two days before business Chicago, IL - Chicago O'Hare Intl Airport starts and return one day after, so Find an airport the comparison needs to be July To 🕜 16-20. London - London Area Airports Find an airport ect multiple airports 1. Click the **Round Trip** tab. Depart 🕜 07/16/2022 depart 🗸 09:00 am 🖌 ±5 🗸 4 2. Enter Departure City. 3. Enter Arrival City. Return 🚱 4. Enter Departure date and 07/20/2022 depart 🗸 03:00 pm 🖌 ±5 🗸 time window. Pick-up/Drop-off car at airport NOTE: When searching, the time window defaults to ±4, this Automatically reserve this car can be changed up to a Find a Hotel window of ±9 hours. 5. Enter Return date and time window. Class 🕜 Search by Economy class 🗸 Schedule 🗸 Click Search. Specify a carrier 🕜 Search **Cost Comparison** Flight results, by default, display Shop by Fares by Schedule. Shop by Schedule Click on the fare to select the desired price and flight. To view outbound and return flights by cost, click Shop by PLEASE NOTE: If you are booking Southwest Airlines, multi-city trips are not supported in Concur. Fares.



Administrative Operations

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Cost Comparison

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