

## Airfare Cost Comparison Guidelines

Cost comparisons must be performed at the same time your flight reservations are made.

Please read the full policy regarding airfare for complete details. As always you are responsible for knowing and complying with this information <http://www.bussvc.wisc.edu/acct/policy/travel/airtrav.html>

**Airfare must *always* be booked through Fox World Travel or the Concur self-booking tool. There are NEVER any exceptions to this.**

Trip duration: You may arrive up to one day prior to business for domestic travel and two for international travel. When business is concluded at a time that would allow to you to return to your home by 10 PM, you are expected to return that day. Otherwise you must return the following day.

### When do I need a cost comparison?

- If you add personal days prior to, after or in between your business you must provide a cost comparison.
- If you depart from and/or return to a city other than Madison, Milwaukee or Chicago you must provide a cost comparison showing that the fare is more cost effective, including parking, mileage, meals, additional overnight stays, etc.
- Similarly if you use an airport other than the most logical for your destination, you must provide a cost comparison showing that the fare is more cost effective, including parking, mileage, meals, additional overnight stays, etc.
  - Just as you could logically fly out of Madison, Milwaukee or Chicago when leaving Madison, your destination airport may be located in a nearby city. If prices to a larger nearby airport are less, it is acceptable to use this airport without providing a cost comparison.
  - “Nearby” can be thought of as approximately the distance from Madison to Chicago. You should be able to easily travel from your destination airport to your city of business in a couple of hours.

### What should my cost comparison include?

- Cost comparisons should be performed at the time you book your tickets.
- You should consider only flights that you would reasonably take. Your comparison should include flights as close to what you actually took or would actually take.
- If you have a preferred airline, you may limit your search to include only that carrier.
- If you are providing a cost comparison because of additional non-business days, you need to use the airports that you actually flew in and out of.

In summary you want your cost comparison to show flights that you would reasonably take that accommodate your UW business and follow policy exactly. Be consistent with as much as you can regarding airports, airlines, times and duration of travel.

**Please feel free to ask questions or check to see if your comparison is adequate. It is helpful to know the details of your business travel and the details of personal travel for this.**