

MEMORANDUM

TO: Animal and Food Sciences Faculty and Staff

FROM: Richard Coffey
Chair, Animal and Food Sciences



DATE: July 24, 2018

RE: Policy/Procedure for Flight Comparisons when Combining Personal with Official Business Travel

To ensure timely and proper reimbursement of airfare expenses, a valid flight comparison must be obtained when:

- A. You are combining personal travel with official business travel.
- B. You will be driving more than 400 miles one-way in a personal vehicle and mileage is going to be claimed for reimbursement.

When performing a flight comparison, the following requirements apply:

- A. The flight comparison must be for the dates excluding all personal travel.
- B. The flight comparison must be obtained the day the airline ticket is purchased
- C. The flight comparison must be printed in the acceptable format (see Kevin Hagan for assistance).

Important notes/hints related to flight comparisons include:

- A. You may identify/choose which airline you prefer for air travel.
- B. You do NOT have to choose the lowest airfare shown in the flight comparison, but you should:
 - i. Select “reasonable” departure and return times.
 - ii. Select a flight with a reasonable fare (do NOT select the most expensive flight)
- C. If a valid flight comparison is not obtained when you plan to claim mileage for one-way travel over 400 miles in a personal vehicle, the maximum allowable reimbursement will be 399 miles.
- D. Airline tickets can ONLY be purchased from Concur (<https://www.concursolutions.com/>) or Avant Travel (233-0000).
- E. If you use Avant Travel (the only outside agency allowed) to purchase your ticket they will run the valid flight comparison for you.

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