

How to do an Airfare Comparison (when personal time is added) in Concur

Click on **SAP Concur** in the top left corner of your Concur page. In the left panel, enter the dates/times of when you would be traveling for business. Then, take a screen shot of the flight matrix (showing the dates).

Mixed Flight/Train Search

Round Trip | One Way | Multi City

From: EUG - Eugene Airport - Eugene, OR
 To: SAN - San Diego Intl Airport - San Diego, CA
 Depart: 11/02/2018 05:00 pm
 Return: 11/07/2018 05:00 pm

EUGENE, OR TO SAN DIEGO, CA
 FRI, NOV 2 - WED, NOV 7

	Alaska Airlines	United	Delta	Multiple	American Airlines
All 632 results	Most Preferred	Most Preferred	Preferred		
1 stop 226 results	295.60 87 results	309.22 90 results	281.60 20 results	394.60 26 results	489.60 3 results
2 stops 406 results	299.70 213 results	501.48 118 results	285.70 74 results	—	563.70 1 results

Shop by Fares | Shop by Schedule

Flight Number Search | Sorted By: Price - Low to High

Displaying: 632 out of 632 results

Preferred Airline for University of Oregon

Delta ¹	05:00p EUG → 09:40p SAN	1 stop SEA	4h 40m	\$281.60
	06:34p SAN → 10:59p EUG	1 stop SLC	4h 25m	
* Delta 5729 / 5769 operated by COMPASS DBA DELTA CONNECTION				
Delta ¹	05:00p EUG → 09:40p SAN	1 stop SEA	4h 40m	\$281.60
	03:05p SAN → 10:27p EUG	1 stop SEA	7h 22m	

Click on 'Change Search' in the left panel and change the dates to include your personal time and click on Search.

Change Search

From: EUG - Eugene Airport - Eugene, OR
 To: SAN - San Diego Intl Airport - San Diego, CA
 Depart: 11/02/2018 05:00 pm
 Return: 11/11/2018 05:00 pm
 Class: Economy class
 Search by: Price

EUGENE, OR TO SAN DIEGO, CA
 FRI, NOV 2 - SUN, NOV 11

	Alaska Airlines	United	Delta	Multiple	American Airlines
All 582 results	Most Preferred	Most Preferred	Preferred		
1 stop 220 results	397.60 53 results	419.97 92 results	380.60 32 results	448.60 37 results	559.60 6 results
2 stops 362 results	371.70 178 results	542.13 82 results	417.70 57 results	385.70 45 results	—

Shop by Fares | Shop by Schedule

Flight Number Search | Sorted By: Price - Low to High

Displaying: 582 out of 582 results

Alaska	06:55p EUG → 12:56p SAN	1 stop SEA	18h 01m	\$371.70
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You will need to save these comparisons if the personal time is the same or less. (I usually just paste the screen shots into a Word Doc, then save as a Pdf). In this case, the personal time flights would be more than the business time flights. You would need to select '2-TMC' selection for 'How will you book your trip? If adding the personal time is the same or less, you can select '1-Online Concur Booking Tool'.

When booking through the TMC (Direct Travel), make sure you request a comparison flight for the business only time.

You will need to attach this documentation to your request and expense report. If you need help, feel free to ask.