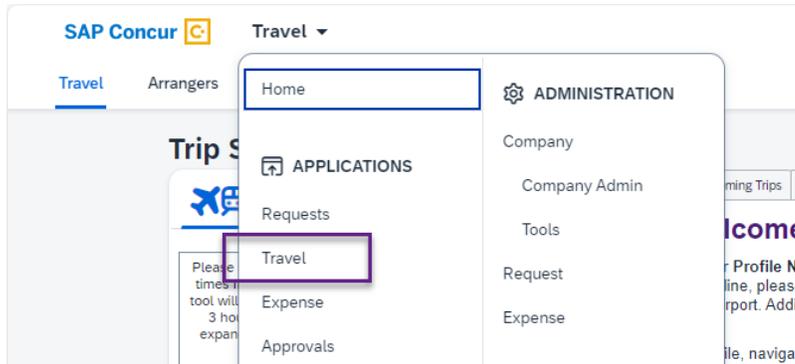


## Concur Travel – Obtaining a Cost Comparison in Concur

The use of Concur Travel is required to create a cost comparison when adding personal travel to university business travel. The following steps will guide you in creating the appropriate documentation to attach to your Airfare expense type whether purchased on a University credit card or paid directly by the employee.

1. Login to [concur.tcu.edu](http://concur.tcu.edu)
2. Click the Travel option in the Concur window



3. In the Trip Search box, search for the flight itinerary the employee would have taken had this travel been for **business only dates**.
4. Click **Search**

This will bring up the flight options for business only travel.

A screenshot of the 'Trip Search' form in the SAP Concur system. The form is titled 'Trip Search' and includes icons for flight, car, hotel, and train. Below the title is a text box with instructions: 'Please select your preferred departure and return flight times from the drop down menus provided below. The tool will automatically search for flight options within +/- 3 hours of your selected preferred times. You may expand this +/- window to increase your flight search results.' The form is divided into sections: 'Mixed Flight/Train Search' with buttons for 'Round Trip', 'One Way', and 'Multi City'; 'From' field set to 'DAL - Dallas Love Field - Dallas, TX'; 'To' field with a placeholder 'Arrival city, airport or train station'; 'Depart' field with a date picker, 'depart' dropdown, '09:00 am' time, and '± 3' duration; 'Return' field with a date picker, 'depart' dropdown, '05:00 pm' time, and '± 3' duration; checkboxes for 'Pick-up/Drop-off car at airport', 'Automatically reserve this car', and 'Find a Hotel'; 'Search by' dropdown set to 'Price'; and an 'Include additional refundable air fares' checkbox. A blue 'Search' button is at the bottom.

5. Right click on the flight options screen
6. Select **Print** to print the flight options

The screenshot shows a flight search results page with a right-click context menu open over the 'Print' option. The page displays flight options from Southwest and 'Wanna Get Away' fares. The context menu includes options like Back, Forward, Refresh, Save as, Print, Create QR Code for this page, Read aloud, Translate to English, Open in sidebar, Add page to Collections, Share, Web capture, View page source, and Inspect. The 'Print' option is highlighted with a purple box.

Shop by Fares | Shop by Schedule

When adding personal travel to university business travel, travelers are required to provide a cost comparison when reporting the expense. Use of the following is required (Creating a Cost Comparison in Concur).

Flight Number Search  Sorted By: Price - Low to High  Displaying: 116 out of 378 results.  Previous | Page: 1 of 12 | Next | All

Airline	Flight	Time	Class	Stop	Duration
Southwest	07:00 AM DAL	→	08:25 AM LAX	Nonstop	3h 25m
Southwest	04:45 PM LAX	→	09:40 PM DAL	Nonstop	2h 55m
Preferred Airline <a href="#">More fares/details v</a>					
Southwest	10:30 AM DAL	→	12:05 PM LAX	Nonstop	3h 35m
Southwest	04:45 PM LAX	→	09:40 PM DAL	Nonstop	2h 55m
Preferred Airline <a href="#">More fares/details v</a>					
Southwest	06:00 AM DAL	→	10:20 AM LAX	1 HOU	6h 20m
Southwest	04:45 PM LAX	→	09:40 PM DAL	Nonstop	2h 55m
Preferred Airline <a href="#">More fares/details v</a>					

Wanna Get Away \$487.96

Wanna Get Away P... \$512.96

- Back Alt+Left arrow
- Forward Alt+Right arrow
- Refresh Ctrl+R
- Save as Ctrl+S
- Print Ctrl+P**
- Create QR Code for this page
- Read aloud Ctrl+Shift+U
- Translate to English
- Open in sidebar
- Add page to Collections
- Share
- Web capture Ctrl+Shift+S
- View page source Ctrl+U
- Inspect

- Set the printer to **Adobe PDF** and select the option to **print headers and footers**.
- Select Print and save as a PDF

**Print**  
Total: 3 sheets of paper

Printer: Adobe PDF

Copies: 1

Actual size

Pages per sheet: 1

Quality: 1200 dpi

Margins: Default

Options:

- Headers and footers
- Background graphics
- Selection only

Print using system dialog... (Ctrl+Shift+P)

**Print** Cancel

**Trip Summary**  
Select Flights or Trains  
Round Trip  
DAL - LAX  
Depart: Tue, 02/13/2024  
Return: Sat, 02/17/2024

**Dallas, TX To Los Angeles, CA**  
Tue, Feb 13 - Sat, Feb 17

All	Southwest	United	Delta	Alaska Airlines	Multiple	Ameri
378 results	53 results	44 results	16 results	4 results	2 results	
1 stop 185 results	Preferred 496.96 53 results	Preferred 530.20 44 results	Preferred 575.70 16 results	Preferred 839.20 4 results	670.69 2 results	
2 stops 170 results	501.96 32 results	673.21 47 results	858.19 33 results	729.58 32 results		
3 stops 13 results	506.96 13 results					

Shop by Fares | Shop by Schedule

When adding personal travel to university business travel, travelers are required to a cost comparison when reporting the expense. Use of the following is required (Cost Comparison in Concur).

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

Displaying: 116 out of 378 results | Previous | Page: 1 of 12 |

Preferred Airline	More fares/details	Wanna Get A
Southwest 07:00 AM DAL → 08:25 AM LAX Nonstop 3h 25m 04:45 PM LAX → 09:40 PM DAL Nonstop 2h 55m		Wanna Get A
Southwest 10:30 AM DAL → 12:05 PM LAX Nonstop 3h 35m 04:45 PM LAX → 09:40 PM DAL Nonstop 2h 55m		Wanna Get A

- Make sure the date and time are printed on the saved PDF.  
**The date is required to be on the PDF for this to be a valid cost comparison.**

2/8/24, 4:15 PM

Concur: Travel - Mixed Flight / Train Search Results

**Trip Summary**  
**Dallas, TX To Los Angeles, CA**  
Tue, Feb 13 - Sat, Feb 17

10. In your saved PDF highlight the itinerary the traveler would have hypothetically chosen for official University business travel.

### Trip Summary

**Select Flights or Trains**

Round Trip  
DAL - LAX  
Depart: Tue, 02/13/2024  
Return: Sat, 02/17/2024

**Finalize Trip**

---

**Previous Searches**

Previous Searches

Load

---

**Change Search**

From  
DAL - Dallas Love Field - Dallas, TX

To  
LAX - Los Angeles Intl Airport - Los Angeles, CA

Search by  
Price

Include additional refundable air fares

Search

---

Depart - Tue, Feb 13

Depart 06:00 A - 11:40 A

Arrive 07:39 A - 10:58 P

---

Return - Sat, Feb 17

## Dallas, TX To Los Angeles, CA Tue, Feb 13 - Sat, Feb 17

Show as USD

Hide matrix Print / Email

	Southwest	United	Delta	Alaska Airlines	Multiple	American Airlines
All 378 results	Preferred	Preferred	Preferred	Preferred		
Nonstop 10 results	487.96 2 results	—	—	—	—	776.20 8 results
1 stop 185 results	496.96 53 results	530.20 44 results	575.70 16 results	839.20 4 results	670.69 2 results	785.70 66 results
2 stops 170 results	501.96 32 results	673.21 47 results	858.19 33 results	729.58 32 results	—	919.20 26 results
3 stops 13 results	506.96 13 results	—	—	—	—	—

---

Shop by Fares Shop by Schedule

**When adding personal travel to university business travel, travelers are required to provide a cost comparison when reporting the expense. Use of the following is required (Creating a Cost Comparison in Concur).**

Flight Number Search  Sorted By: Price - Low to High

Displaying: 116 out of 378 results

Previous | Page: 1 of 12 | Next | All

**Southwest**

07:00 AM DAL → 08:25 AM LAX Nonstop 3h 25m

04:45 PM LAX → 09:40 PM DAL Nonstop 2h 55m

**Wanna Get Away**  
\$487.96  
[Select](#)

**Wanna Get Away P...**  
\$512.96  
[Select](#)

Preferred Airline More fares/details

11. Save your highlighted document as a PDF

12. Submit this cost comparison and the itinerary the traveler is requesting be reimbursed with your Airfare expense type.

13. The amount of the business travel only will be reimbursable.

- a. If the airfare was purchased on the TCU AirCard or a TCU Travel card any amount over the business only airfare should be **itemized** on the expense report and coded as **personal/non-reimbursable** to trigger a payroll deduction.
- b. If the flight was paid for directly by the employee only the business travel should be submitted for reimbursement.