

TRAVEL APPLICATION

Travel

HELPFUL HINTS

Travelers wishing to purchase and make their own domestic air travel arrangements outside the University-contracted travel management company must submit proof of comparable, less expensive airfare from a reputable travel booking site and notate the source of funding to be used for the booking.

PROCESS REQUIREMENTS

One of the many benefits of Fox World Travel is the price match guarantee policy.

Information required for an airfare comparison includes all airfare-related fees, such as taxes, airport fees, University-contracted travel management company fees, baggage fees, or other costs impacting the comparison. These comparisons must be completed on the same day to ensure price accuracy. Lack of timely comparison could result in denial of reimbursement.

- Only reservations originating in the United States qualify for price match guarantee.
- The traveler or travel arranger is required to contact the University Travel Office during normal business hours PRIOR to ticketing on the airline or public website.
- The traveler or travel arranger is to provide an airfare comparison (*see instructions below*), which includes a snapshot of the Concur flight information and a quote from the airline or public website.
- The University Travel Office will review the scenario to determine if the quoted airfare is the same flight on both sites (exact dates, times, airline, class of service* and flight numbers).
 - Example of class of service: basic economy fare vs. regular non-refundable ticket.
- If the flights are validated as identical, the University Travel Office will forward the airfare quote to Fox World Travel PRIOR to ticketing on the airline or public website.
 - Fox World Travel will verify the fares from within their system and on the airline or public website, through the final purchasing step to verify the fare and flight is still available.

FOX WORLD TRAVEL REVIEW

If Fox World Travel confirms the airline or public website airfare is less expensive:

- Fox World Travel will create the reservation and purchase the ticket via the airline or public website to secure the lowest fare.

PRICE MATCH GUARANTEE AND AIRFARE COMPARISON FOR DOMESTIC TRAVEL


Travel Quick Reference Guide

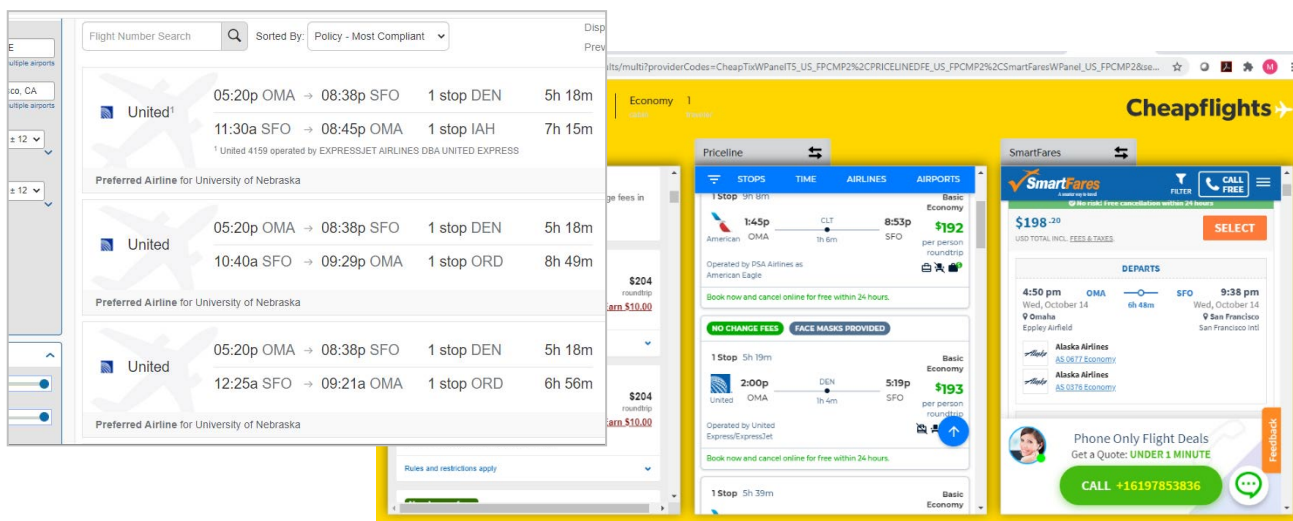
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If Fox World Travel confirms the airline or public website airfare is not comparable:


- The University Travel Office will email the traveler or travel arranger with details as to why the airfare is truly not lower and does not qualify for the price match guarantee.
- The traveler or travel arranger can then book via the Concur booking tool or contact a Fox World Travel agent.

AIRFARE COMPARISON

The traveler or travel arranger is to provide a snapshot (taken the same day) of the Concur flight information and the quote from the airline or public website, then send the information to the NU Travel Office for review.  Do not book any travel arrangements at this time.



The University Travel Office will review the scenario to determine if the quoted airfare is the same flight on both sites (exact dates, times, airline, class of service* and flight numbers). Example of class of service: basic economy fare vs. regular non-refundable ticket.

If the flights are validated as identical, the University Travel Office will forward the airfare quote to Fox World Travel.  Do not book any travel arrangements at this time. Once the comparison is complete, the traveler or travel arranger will be contacted by either the University Travel Office or Fox World Travel.

For questions regarding the price match guarantee, please contact Melody Stark at the University Travel Office. melody.stark@nebraska.edu or traveloffice@nebraska.edu or 402.554.3456.