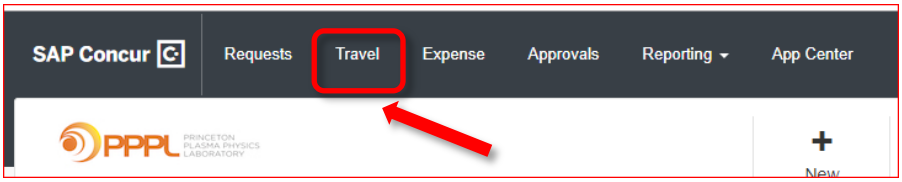
Creating a Cost Comparison

Objective: To ensure accuracy of flight cost comparisons

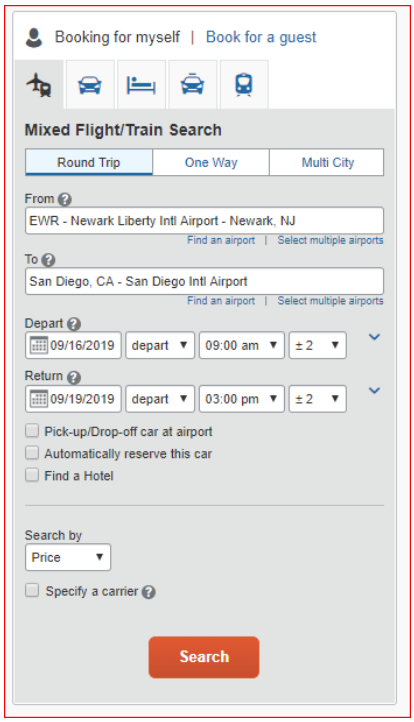
If you are taking personal / non-PPPL business time or adding a personal location during a PPPL business trip, you must submit a flight comparison which shows the cost of a similar flight to the business location using dates that match the originally planned business days (excluding personal days and personal locations)

1. From the home page, **click** on the *Travel* Tab.



2. **Click** on flights

   a. Enter the departure airport, and the business arrival airport.
   b. Use dates that match the business only dates and time, in other words the dates and times that you would fly out and return if not extending for personal reasons.
   c. You can adjust the search flights to match times you would have flown.
   d. Click Search



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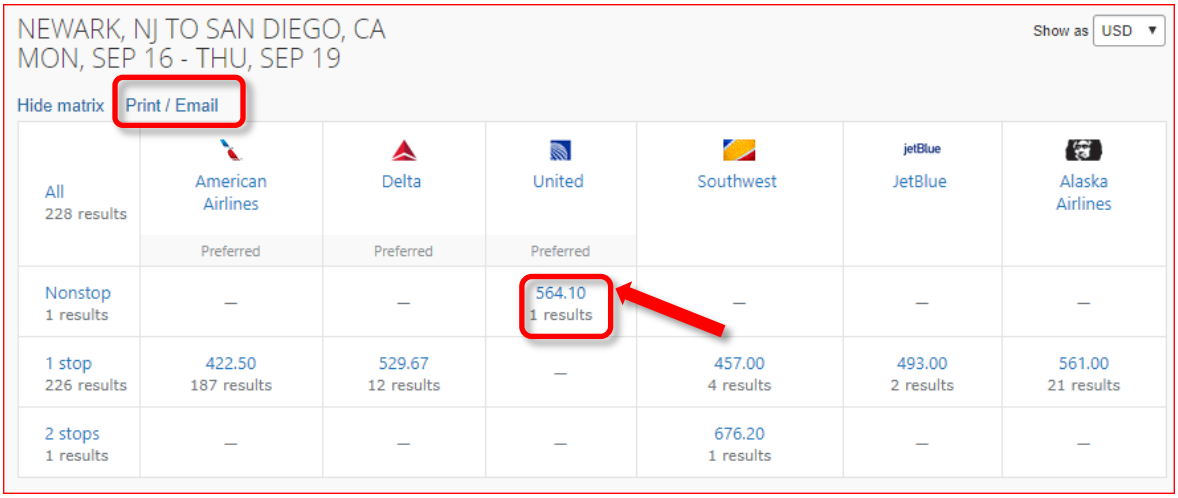
3. The search results of flight options based on your search criteria will be shown in a matrix table. The cost of the lowest available and most direct flight will be used as the cost comparison.

4. You can either take a screenshot of the matrix table; or select the flightclick the Print/Email link to save the available flight options (sorted by cost) as a PDF. .

5. Or select the flight, then click on Print/Email link to save the available flight options (sorted by cost) as a PDF.



6. The screenshot or the cost comparison PDF **must** be attached to the *Travel Request*.

7. If the flight comparison is less expensive than the actual flight you are taking (when extending for personal time), you must only claim the business portion of airfare on your Expense Report. If the airfare has been prepaid by PPPL, the overage will be deducted from your reimbursement.

8. If your business flight comparison is more expensive than the actual flight you are taking (when extending for personal time), you will not need to make any adjustments.

Note: All flight cost comparisons are subject to Travel Office approval for compliance review. The Travel Office reserves the right to re-run a comparison on any submitted flights.