Airfare and Change Fees

The following documentation and/or information is required for Airfare expenses:

- **Electronic Invoice** from Travel, Inc., including:
  - Traveler’s name
  - Ticket number
  - Destination
  - Departure/Return Dates
  - Amount of fare
  - Trip Itinerary
  - Class of travel
  - Proof of payment

- A UW-Madison business purpose and description of the travel

- An event or meeting/conference agenda, itinerary, flyer or other documentation substantiating the business purpose.

- **Cost Comparison if Needed:** The cost comparison will show what the cost of the airfare would have been, were the travel just for the business, versus the actual airfare that was purchased that involves the circumstances listed below. A cost comparison must requested from a Travel, Inc. agent at the time of booking. Just provide them with the parameters and ask them to price that alongside the actual flights you are requesting.

  **Circumstances in which a cost comparison is required are:**

  - **Indirect routing/extra stops/extra days for personal reasons:** allowable provided there are no additional costs incurred (including additional costs for lodging, transportation, meals, etc.)

  - **Departing from and/or returning to an alternate city (other than Madison, Milwaukee or Chicago):** allowable provided the fare is more cost effective for the UW, including parking, mileage, meals, additional overnight stays, etc.

  - **Departing earlier/returning later than business requires:** It is acceptable to depart a day early and/or return a day late if it results in a substantial savings in airfare to offset the extra costs of the room, meals, etc.
EXAMPLES OF TRAVEL INC/CONCUR AIRFARE DOCUMENTATION

- This **INVOICE** is the correct receipt to submit for reimbursement

![INVOICE Image]

- This e-**ITINERARY** is for your convenience and NOT for reimbursement documentation

![ITINERARY Image]