

This flight comparison job aid is meant to assist with "why" and "how" to document differences in airfare when certain scenarios are inserted to business travel.

This will outline some of the more common scenarios cost centers will experience. Of course, there are always more complicated out of the box scenarios. Along with the OSU Travel Office we can assist with the process on those.

When comparing all transportation, the <u>ASC Comparison Form or the OSU Travel Comparison Worksheet</u> is required to organize and document all expenses.

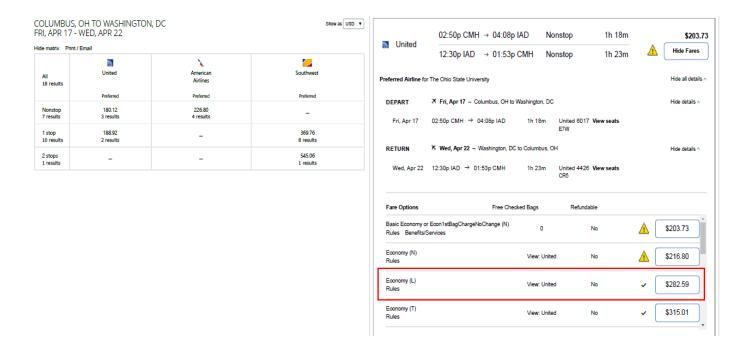
What kind of scenarios would require a flight comparison? Where in the OSU Travel Policy, 2.11 can I find references?

- 1. Arriving earlier to the business location or staying longer due to vacation/non-business-related reasons.
 - Page 5 of 12 of the Travel Policy: VII. Personal Travel in Conjunction with Business Travel
- 2. Flying out/in an alternate airport other than the home/residential location due to vacation/non-business-related reasons.
 - Page **2** of 12 of the Travel Policy "<u>Residence</u>" is defined as: "<u>The primary residence where the traveler lives, regardless of other legal or mailing addresses.</u>"
 - Page 5 of 12 of the Travel Policy: VII. Personal Travel in Conjunction with Business Travel
- 3. Driving either a personal vehicle or rental vehicle to an out of state business location where an accessible airport is located, and the timing of the travel allows for flying. (I.e. Chicago, Philadelphia, Washington DC)
 - Page 7 of 12 of the Travel Policy: "Mileage reimbursed in Workday for personal vehicles will be authorized as a primary mode of transportation if the cost does not exceed the least expensive airfare and meets the business needs of the university."
 - Page 7 of 12 of the Travel Policy: <u>"Payment for rental vehicle use as a primary mode of travel</u> transportation is authorized only if the cost is more economical than any other type of transportation or if the destination is not otherwise accessible."
- 4. An ineligible airfare upgrade was purchased including first class which is prohibited.
 - Page 6 of 12 of the Travel Policy:
 - "Seating upgrades or pre-boarding options must not be purchased with university resources and will not be reimbursed."
 - "First class airfare must not be purchased with university resources and will not be reimbursed."
 - "Business class is only permissible with international flight times in excess of five consecutive flight hours, excluding layovers."
- 5. A guest travels to OSU as part of a larger trip with other institutions.
 - Page 2 of 12 of the Travel Policy "<u>Travel status</u>" is defined as: <u>"The period during which the traveler is on official university business outside the vicinity of their headquarters or residence whether or not expenses are to be paid by the university."</u>
 - Page 5 of 12 of the Travel Policy: "A traveler incurring additional costs by taking personal travel in conjunction with business travel is solely responsible for and must pay for the additional costs of such travel and other expenses with personal funds,"
 - Page 4 of 12 of the OSU Travel Policy: "<u>Travel expenses that have been or will be reimbursed to a traveler by a third party must be documented in Workday and will not be paid by the university."</u>



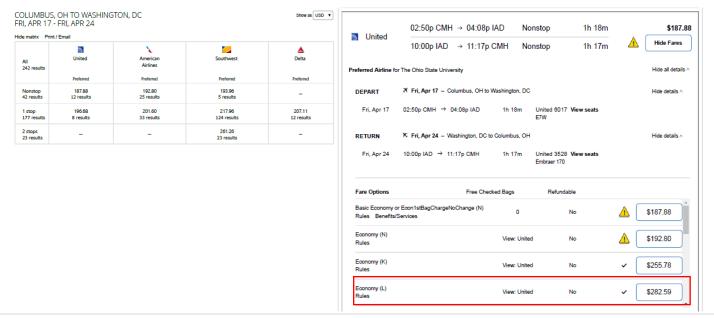
Business Purpose/Trip Details: Brutus Buckeye is traveling to a conference in Washington DC. The conference dates are April $18^{th} - 21^{st}$. Standard allowance is to arrive a day early to prepare and leave the day after the conference ends.

Below is the standard flight that would meet the business needs for Brutus.



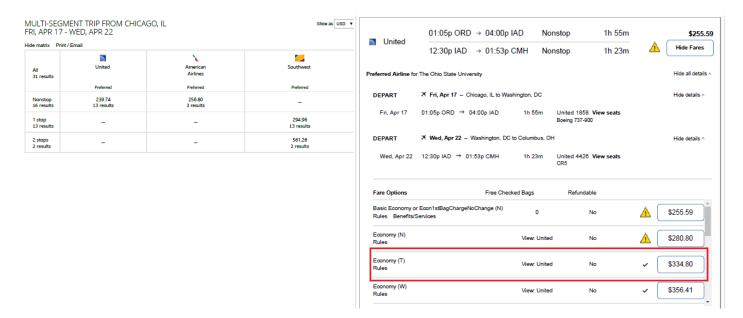
Comparison examples for the above business trip

> Brutus wants to extend the trip to tour the area for vacation and return on Friday the 24th. They need to pull the business airfare standard at the same time with the combination airfare purchase for an accurate comparison and prior to or concurrently with the purchase. The comp pulled has the same departure flight/airline, as that day is not impacted by the additional time. The below shows there is no change in the airfare and is not impacted by extending the trip.





- Brutus is leaving from Chicago for personal reasons and returning to Columbus after the conference. Below indicates it will be more to fly with this multi-segment/airport itinerary by \$52. In this case, Brutus should call a CTP full-service agent and try to "Split" the cost of the airfare. If this is possible, Brutus would use a personal card to cover the \$52 and OSU would cover the business quote of \$282.59.
 - Page 5 of 12 of the Travel Policy: If it is **NOT** possible to split the airfare, Brutus will need to:
 - "Pay for the expense in full by charging it to a personal credit card and requesting reimbursement for the business portion of the expense;"
 - "Repay the university for the personal portion of the expense within seven business days of purchase."

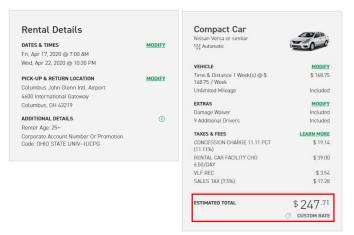


- Prutus prefers to drive rather than fly to the conference location. Brutus will pull both a rental car estimate and mileage maps to determine what the most economical form of ground transportation is. Both forms of transportation need to factor potential parking charges and tolls. The rental car needs to also factor in gasoline charges. Based on the below estimates a rental car would be the most economical if personal mileage was chosen. However, the business airfare comp pulled plus associated costs (baggage, taxi to and from both airports) is still cheaper.
 - Driving expenses are eligible up to the airfare comparison and associated costs with supporting documentation.
 Below is the grid of all expenses based on supporting documentation. Supporting documentation is also <u>required</u> to be attached and made available for side-by-side review. (<u>Examples on next page</u>)
 - Based on the below, Brutus will only be reimbursed up to \$520.59 **total** for transportation expenses which would be the amount for flying.

<u>Transportation Type</u>	<u>Airfare</u>	Rental Car	Personal Car
Airfare	\$282.59	\$0	\$0
Gasoline	\$0	\$85.61	\$0
Tolls	\$0	\$29.20	\$29.20
Mileage	\$0	\$0	\$459.42
Rental Car Fee	\$0	\$247.71	\$0
Parking	\$0	\$288	\$288
Taxi (To/From airport, four trips)	\$178	\$0	\$0
Baggage (\$30 EA based on industry standards excluding Southwest)	\$60	\$0	\$0
Estimated Total	\$520.59	\$650.52	\$776.62



Supporting Documentation



Fuel Cost Calculator

This calculator can estimate fuel cost according to the distance of a trip, the fuel efficiency of the car, and the price of gas using various units.

Result

This trip will require 28.5 gallons of gas, which amounts to a fuel cost of \$85.61.

If 5 mpg, it will use 159.8 gallons of gas with cost of \$479.4 If 10 mpg, it will use 79.9 gallons of gas with cost of \$239.7 If 20 mpg, it will use 40 gallons of gas with cost of \$119.85

If 20 mpg, it will use 40 gallons of gas with cost of \$119.85 If 30 mpg, it will use 26.6 gallons of gas with cost of \$79.9

If 40 mpg, it will use 20 gallons of gas with cost of \$59.93 If 50 mpg, it will use 16 gallons of gas with cost of \$47.94

If 50 mpg, it will use 16 gallons of gas with cost of \$47.94 If 60 mpg, it will use 13.3 gallons of gas with cost of \$39.95

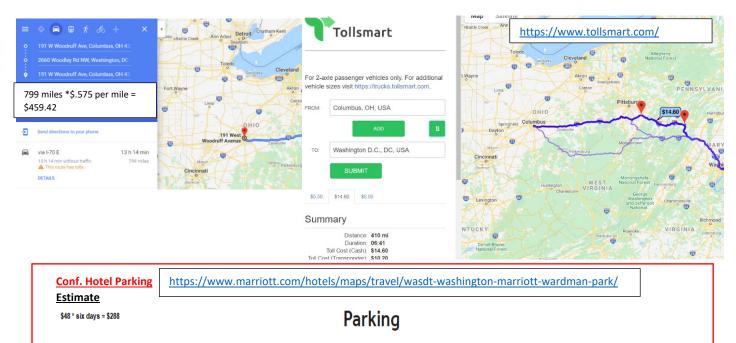
 Trip Distance
 799
 miles
 ▼

 Fuel Efficiency
 28
 miles per gallon (mpg)
 ▼

 Gas/Fuel Price
 \$3
 per gallon
 ▼

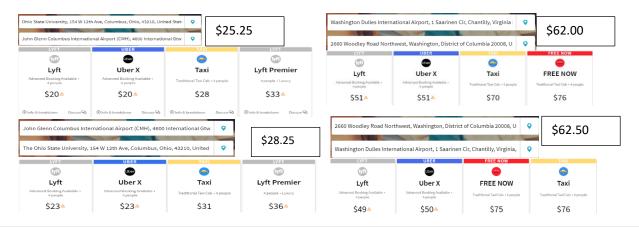
https://www.calculator.net/fuel-cost-calculator.html

Garage height clearance 5 feet 10 inches.



Ground Transportation Estimate (average based on results): Ride Guru https://ride.guru/

Valet parking, fee: 55 USD daily

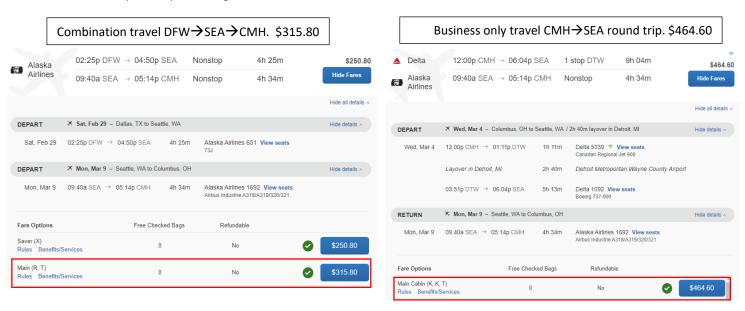


On-site parking, fee: 48 USD daily



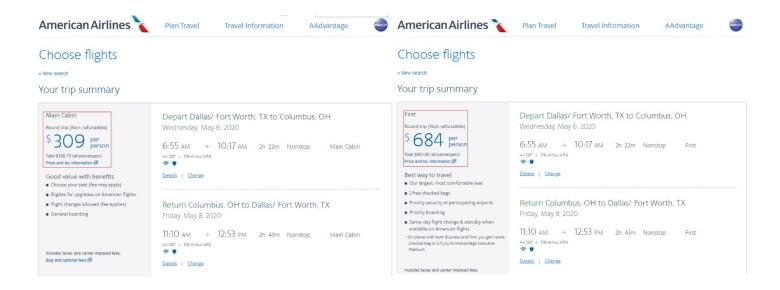
Additional Comparison Examples

- ▶ Brutus came back from a conference and did not inform the Department at the time of booking the flight there was an alternate location and extra time attached to the business trip. The conference was 1/9/2020-1/12/2020. Travel dates were 1/4/20-1/13/20, DFW→SEA→CMH. Business travel was Wednesday 1/8 to Monday 1/13. A future airfare comparison cannot be compared to the purchased prior airfare as too many factors determine fare costs including when the airfare is purchased, time of year the travel commenced etc. To show apples to apples comparison, two future air comparisons need pulled with the combination travel scenario and the business only scenario.
 - In this case, the future comps pulled indicate it was cheaper with the additional time and the alternate location. Leaving from DFW had more availability in terms of airlines and schedules.
 - If it had been reversed and the business only was cheaper, you must deduct the difference in amounts from the purchased airfare.
 - The reimbursement **Expense Report** will also be marked as an **exception** as the comparison was not done prior to purchasing the combination airfare.

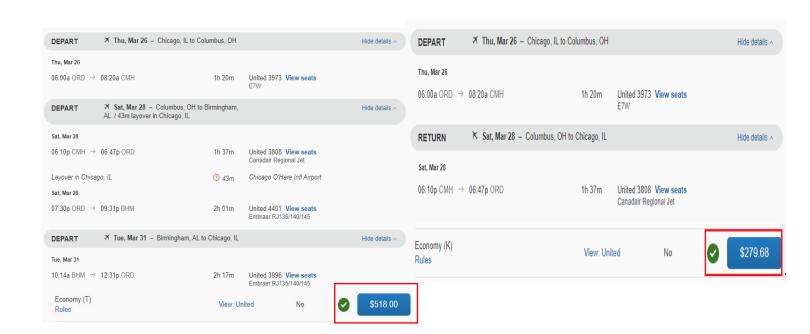




A guest faculty member from Texas will be giving a presentation and meeting with OSU colleagues. They want to fly first class but are aware they can only get reimbursed up to the coach class fare for the same flight. OSU will reimburse \$309. The class comparison must be obtained at the same time of purchase as first class is prohibited.



A graduate student recruit from Chicago will be visiting OSU along with The University of Alabama. OSU has agreed to split the cost of the airfare if it is equal to a round trip flight from their residence. Splitting the below would be \$259 and a round trip would be \$277.19.



Helpful Links

ASC BSC Travel Comparison Form:

https://ascintranet.osu.edu/sites/default/files/2020 asc travel comparison form1 1 1 2.pdf

OSU Travel Comparison Worksheet:

https://busfin.osu.edu/sites/default/files/comparison form june 2021.pdf

Access Workday: https://www.myworkday.com/osu/login.htmld

OSU Administrative Resource Center for Workday: https://admin.resources.osu.edu/workday

OSU Travel Page: https://busfin.osu.edu/buy-schedule-travel/travel

Book Travel Online with Concur/CTP (OSU Login Required): https://webauth.service.ohio-state.edu/cgibin/concur.cgi

CTP Airfare Price Match Request: https://www.secure-ctp.com/machform/view.php?id=61287

The Ohio State University Travel Policy: https://busfin.osu.edu/sites/default/files/211 travel.pdf

OSU Travel FAQ: https://busfin.osu.edu/travel-faq

OSU Travel Training and Job Aids: https://busfin.osu.edu/buy-schedule-travel/travel#TrainingResourceGuides

OSU Rental Car Discount Information (OSU login Required): https://busfin.osu.edu/buy-schedule-travel/travel/rental-car-discounts

Ride Guru Taxi/Rideshare Estimates: https://ride.guru/

Fuel Cost Calculator: https://www.calculator.net/fuel-cost-calculator.html

Toll Calculator: https://www.tollsmart.com/