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Wondering What Class of Airfare to Purchase for a Work Trip? [1]

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Travel by air for university business is limited to the lowest, logical coach/economy-class fare available for the business purpose. Airfare pricing is a very complex process, however, so at times you may see different cost options where the class of service is not immediately clear. While there can be many variables not listed below, the pricing for different classes will typically include:

- Basic Economy
- Economy/Coach
- Premium/Comfort Economy
- Business

These are listed from *most* economical to *least* economical class of service. The fares associated with a destination and class of service will all fluctuate in price until the flight is booked. Generally, the flights booked furthest in advance will have the lowest fares available because each class of service has additional classification codes that dictate the cost based on many additional factors, including the amount of days purchased in advance of the flight. As the lower fares are sold out, the higher fares will begin to appear for the same Economy class, with the highest fares resulting in the days and weeks nearest the departure.

To ensure the most comfortable flight at the most economical class, travelers are encouraged to purchase their airfare at least 21 days prior to departure, with additional savings often available even further in advance of the flight. While often the least expensive flight will be Basic Economy or equivalent, travelers are encouraged to work with their department approvers to ensure that Basic Economy or equivalent fare is the right selection for their needs. Basic Economy is **extremely** restrictive (no changes, no seat assignments, no frequent flyer points earned, limits to carry-ons, etc.) and for that reason, travelers and travel arrangers will see warnings appear in Concur whenever that class of service is selected. The Economy/Coach class of service is generally recommended over the Basic Economy class selection.

The additional cost of Premium/Comfort Economy or Business class or the seat assignment fees for upgraded classes is not generally allowed/reimbursable. Please refer to the PSC Procedural Statement for Travel [3] for more policy information on fare upgrades.

Airfare [4]
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