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Selecting Airfare [1]

Selecting Airfare: What You Need to Know

Knowing which airfare to select for business travel can be confusing, so we've put together this resource to help guide your decision-making.

Before making any travel arrangements, be sure to familiarize yourself with the University Travel Procedural Statement [2] and related travel booking [3] guidance. Consider the total cost of the trip including baggage fees, ancillary charges, travel timing, and route options in addition to the cost of the airfare. The university's managed travel program has negotiated additional savings through our partner airlines that should be considered when booking.

Partner Airlines for University Travel

The university's managed travel program works with select airlines to offer negotiated discounts, enhanced account management, and additional services to assist with university traveler needs. Because of these of these enhanced offerings, these airlines are listed in Concur as "Preferred" and "Most Preferred" carriers.

Below you will find specific information on the types of fares available from our preferred airlines as well as other potential savings available from each carrier.

When traveling for university business, employees can also earn reward points or miles with their bookings. If you are enrolled in these programs, add your membership details in your Concur profile [4] before booking airfare to ensure the booking credit is applied. Flights booked using personal rewards like miles or vouchers **cannot** be reimbursed if used for university travel-related expenses.

Partner Airline	Preferred	Discounted Fares	Free Bags	Flight Credits
Southwest Airlines	✓✓	✓	✗ Details [5]	✓ Credits valid between 6 and 12 months, Transferable*
United (and partner) Airlines	✓	✓	✗ Details [6]	✓ Valid for one year from purchase date, Transferable*

Partner Airline	Preferred	Discounted Fares	Free Bags	Flight Credits
Delta (and partner) Airlines	✓	✓	✗ Details [7]	✓ Valid for one year from purchase date, Transferable*
Alaska Airlines	✓	✓	✗ Details [8]	✓ Valid for one year from purchase date, Transferable*
American (and partner) Airlines	✓	✓	✗ Details [9]	✓ Valid for one year from purchase date, Transferable*
Frontier Airlines	✗	✗	✗ Details [10]	✓ Valid for one year from purchase date, **NOT Transferable**

*See Basic Economy/Saver Fares below for restrictions.

Most Preferred Airline - Southwest

Southwest is the university's most preferred carrier due to its strong partnership resulting in maximum cost-saving benefits. Discounts on airfare are available when booking through Concur or with a CBT agent.

With recent changes to Southwest fare types, the information below should help guide you to the right fare for your needs:

- **Basic**: Most restrictive, free cancellation with 6-month flight credit but change requires upgrading the fare. Not recommended.
- **Choice**: More flexible, standard seat selection included, cancelled flights result in 12-month transferable flight credit. Recommended for CU travelers.
- **Choice Preferred**: Includes preferred or standard seat selection, priority boarding, and other services, fully refundable/transferable. Only allowable with department approved and documented upgrade [11].
- **Choice Extra**: Premium fare includes extra leg-room, two free checked bags, priority boarding, and is fully refundable/transferable. Only allowable with department approved and documented upgrade [11].

Basic Economy/Saver Fares

Basic economy fares sometimes offer lower fare prices but are not recommended for

university travelers as they come with significant restrictions:

- **Seat selection**: Not allowed in advance.
- **Baggage**: Limited to one carry-on and one personal item.
- **Changes/cancellations**: Limited or no flexibility, no credits for cancellations.
- **Other services**: No upgrades or priority services.
- **Rewards programs**: May not be eligible/honored.
- **Credits**: Generally not available, not transferable when available.

When booking in Concur, Basic Economy fares will sometimes be visible. Be sure you do not select this fare type without first reviewing all restrictions and alternate options carefully. The university travel program cannot override the restrictions imposed on this fare class.

Resources

- Travel FAQ [12]
- Access Concur via your campus portal [13]
- Request to Reassign Airfare Charges [14]
- Travel Pre-Approvals [15]
- Travel Support and Experience Form [16]

Related Articles

- Concur Expense: Identifying Delegates in Concur [17]
- Concur Expense: Managing Itineraries & Travel Allowance (Per Diem/Meals) for Employees [18]
- Concur Expense: Determining Reimbursement (or Owed) Amounts on Expense Reports [19]
- Concur General: Acting as a Delegate or Travel Arranger [20]
- Concur General: Activating E-Receipts [21]
- Concur Request: Creating and Submitting Travel Pre-Approval Requests [22]
- Concur Travel: Requesting Cash Advances for University Trips [23]
- Concur Travel: Booking Airfare in Concur [24]
- Concur Travel: Booking Lodging [25]
- Concur Travel: Booking Rental Cars [26]
- Concur Travel: Using the Travel Card to Pay for Travel Meals [27]
- CU Travel: Booking Non-Employee Travel [28]

SEARCH ALL ARTICLES [29]

Policies and Procedures

- PSC Procedural Statement: Travel [2]
- PSC Procedural Statement: Cash Advances [30]
- APS 4024 - Travel Authorization Policy [31]

- Finance Procedural Statement: Business Expense Substantiation & Tax Implications [32]

VIEW ALL PROCEDURES [33]

Source URL:https://www.cu.edu/psc/travel/booking-travel/selecting-airfare

Links
[1] https://www.cu.edu/psc/travel/booking-travel/selecting-airfare [2] https://www.cu.edu/psc-procedural-statement-travel [3] https://www.cu.edu/psc/travel/booking-travel [4] https://pschelp.cu.edu/s/article/Concur-General-Completing-Your-Profile
[5] https://support.southwest.com/helpcenter/s/article/checked-baggage-policy
[6] https://www.united.com/en/us/fly/baggage/checked-bags.html
[7] https://www.delta.com/us/en/baggage/overview
[8] https://www.alaskaair.com/content/travel-info/baggage/overview?&gad_source=1&gclid=Cj0KCQjwpNuyBhCuARIsANJqL9OgaAmpcx5a7bQIIsRM6wu9YgXs94aAugfEALw_wcB&gclsrc=aw.ds [9] https://www.aa.com/i18n/travel-info/baggage/checked-baggage-policy.jsp [10] https://www.flyfrontier.com/travel/travel-info/bag-options
[11] https://www.cu.edu/psc-procedural-statement-travel#ticketsupgrades
[12] https://pschelp.cu.edu/s/frequently-asked-questions [13] http://my.cu.edu/
[14] https://www.cu.edu/psc/forms/request-reassign-airfare-charges [15] https://www.cu.edu/psc/travel/you-travel/travel-pre-approvals
[16] https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fforms.cloud.microsoft%2Fr%2FZs579ACBQz
[17] https://pschelp.cu.edu/s/article/Concur-Expense-Identifying-Delegates-in-Concur
[18] https://pschelp.cu.edu/s/article/Concur-Expense-Managing-Itineraries-Travel-Allowance-for-Employees [19] https://pschelp.cu.edu/s/article/Concur-Expense-Determining-Reimbursement-or-Owed-Amounts-on-Expense-Reports [20] https://pschelp.cu.edu/s/article/Concur-General-Acting-as-a-Delegate-or-Travel-Arranger [21] https://pschelp.cu.edu/s/article/Concur-General-Activating-E-Receipts
[22] https://pschelp.cu.edu/s/article/Concur-Request-Creating-and-Submitting-Travel-Pre-Approval-Requests [23] https://pschelp.cu.edu/s/article/Concur-Travel-Requesting-Cash-Advances-for-Travel
[24] https://pschelp.cu.edu/s/article/Concur-Travel-Booking-Airfare-in-Concur
[25] https://pschelp.cu.edu/s/article/Concur-Travel-Booking-Lodging [26] https://pschelp.cu.edu/s/article/Concur-Travel-Booking-Rental-Cars [27] https://pschelp.cu.edu/s/article/Concur-Travel-Using-the-Travel-Card-to-Pay-for-Travel-Meals
[28] https://pschelp.cu.edu/s/article/CU-Travel-Booking-Non-Employee-Travel [29] https://pschelp.cu.edu/s/ [30] https://www.cu.edu/psc/procedures/cash-advances
[31] https://www.cu.edu/ope/aps/4024 [32] https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-business-expense [33] https://www.cu.edu/psc/procedures