Best Value - Airfare

Need Airfare

Are multiple flights, including connecting flights & carriers, available within a 2 hr window of preferred arrival/depart time?

No

Yes

Is the price differential greater than $200?

No

Yes

Is your choice the least expensive?

No

Yes

Document how the choice provides the ‘Best Value’ to the University

Request approval from appropriate approving official(s)

Request approved or Not?

Not Approved

Choose another flight or mode of transportation

Approved

Book the flight

Document Best Value

Travelers should use penalty or non-refundable fares whenever feasible. If a refundable fare must be used, the difference in cost should not exceed $150.

Travelers should select the lowest priced airfare that meets the approved, most logical itinerary. Traveler’s are expected to use their best judgment to achieve best value. Considerations in determining best value: cost of your time, points of departure, destination, flight times & schedules, salary, functions of your position, travel time and availability of carriers.