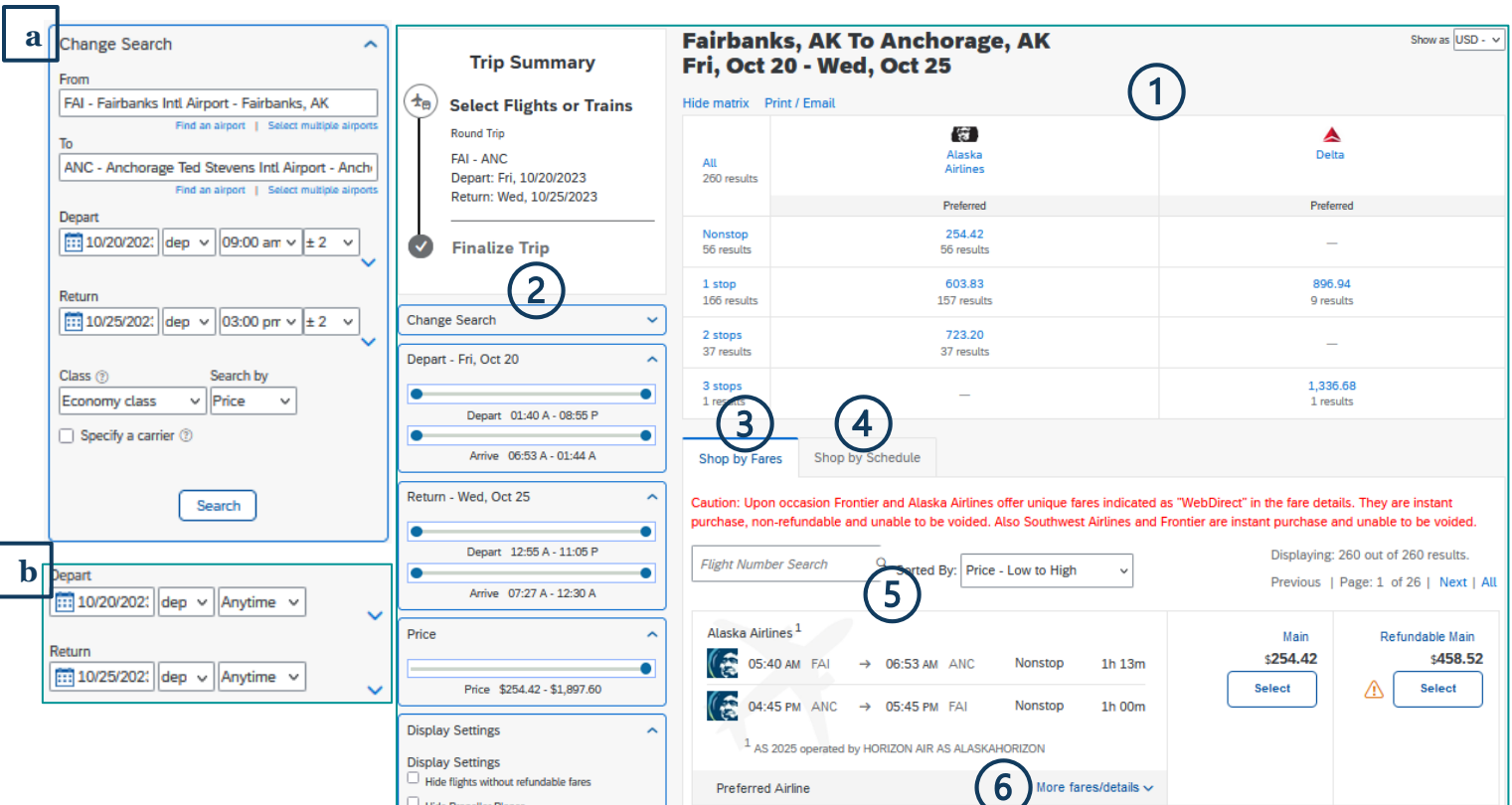


Travel Booking Tool: Airfare

If booking from Request, the booking tool populates with the information provided in Expected Expenses. If booking from Travel, the user enters the search parameters in the booking tool. The rates listed in the booking tool are based on the rates vendors provide the GDS minus any UA discounts.

The booking tool makes available the same flights found on a GDS carrier's booking site. Oftentimes, users cannot find their desired flight because their search parameters are filtering it out or there is limited seating available. For the former, use the following guide to adjust the search parameters and filters to find the flight or contact CTM to book. For the latter, contact CTM to book.



The screenshot shows the UA Travel booking tool interface. On the left, there is a 'Change Search' panel (labeled 'a') with fields for 'From' (FAI - Fairbanks Intl Airport - Fairbanks, AK), 'To' (ANC - Anchorage Ted Stevens Intl Airport - Anchorage, AK), 'Depart' (10/20/2023, 09:00 am, ± 2), and 'Return' (10/25/2023, 03:00 pm, ± 2). Below these are 'Class' (Economy class) and 'Search by' (Price) dropdowns, and a 'Specify a carrier' checkbox. A 'Search' button is at the bottom. To the right of this is a 'Trip Summary' panel (labeled 'b') showing 'Round Trip' details for FAI - ANC, with departure on Fri, 10/20/2023 and return on Wed, 10/25/2023. It includes 'Finalize Trip' and 'Change Search' buttons. The main area displays a 'Top Matrix' (labeled 1) for 'Fairbanks, AK To Anchorage, AK' from 'Fri, Oct 20 - Wed, Oct 25'. The matrix shows results for 'All' (260 results), 'Nonstop' (56 results), '1 stop' (166 results), '2 stops' (37 results), and '3 stops' (1 result). Prices are listed for each category. Below the matrix are 'Shop by Fares' and 'Shop by Schedule' tabs (labeled 3 and 4). A 'Caution' message is present. Below the tabs is a 'Flight Number Search' section (labeled 5) with a search bar and a 'Sorted By' dropdown (Price - Low to High). It shows two flight options from Alaska Airlines: 05:40 AM FAI to 06:53 AM ANC (Nonstop, 1h 13m) and 04:45 PM ANC to 05:45 PM FAI (Nonstop, 1h 00m). A 'Preferred Airline' section (labeled 6) is at the bottom right, showing 'Main' fare at \$254.42 and 'Refundable Main' fare at \$458.52, each with a 'Select' button.

1. Top Matrix – Filter by airline or number of stops
2. Left Filter Fields – Filter search by flight times, prices, and airports
 - a. Open “Change Search” to adjust dates, times, and locations
 - b. Change departure times to “Anytime” to search for all available flights (highly recommended for all airfare searches)
3. Shop by Fares – Lists flight results by price (outbound and inbound combined if round trip)
4. Shop by Schedule – Choose outbound and inbound flights independently
5. Flight Number Search – Find a specific flight (especially helpful when trying to find the same flight listed on a carrier's website)



6. “More fares/details” – View full itinerary details

Shop by FaresShop by Schedule

Caution: Upon occasion Frontier and Alaska Airlines offer unique fares indicated as “WebDirect” in the fare details. They are instant purchase, non-refundable and unable to be voided. Also Southwest Airlines and Frontier are instant purchase and unable to be voided.

Flight Number SearchSorted By: Price - Low to High

Displaying: 260 out of 260 results.
Previous | Page: 1 of 26 | Next | All

Alaska Airlines¹

05:40 AM FAI → 06:53 AM ANC Nonstop 1h 13m

04:45 PM ANC → 05:45 PM FAI Nonstop 1h 00m

¹ AS 2025 operated by HORIZON AIR AS ALASKAHORIZON

Preferred Airline

More fares/details

Main
\$254.42

Select

Refundable Main
\$458.52

Select

Alaska Airlines¹

05:40 AM FAI → 06:53 AM ANC Nonstop 1h 13m

04:45 PM ANC → 05:45 PM FAI Nonstop 1h 00m

¹ AS 2025 operated by HORIZON AIR AS ALASKAHORIZON

Preferred Airline

Hide fares/details

Main
\$254.42

Select

Refundable Main
\$458.52

Select

DEPART ✖ Fri, Oct 20 – Fairbanks, AK to Anchorage, AK

Hide details

Fri, Oct 20

05:40a FAI → 06:53a ANC

1h 13m

Alaska Airlines 90 View seats

Boeing 737-700 (winglets)

RETURN ✖ Wed, Oct 25 – Anchorage, AK to Fairbanks, AK

Hide details

Wed, Oct 25

04:45p ANC → 05:45p FAI

1h 00m

Alaska Airlines 2025 View seats

Embraer E-175

Operated by HORIZON AIR AS ALASKAHORIZON

Fare Options

Free Checked Bags

Refundable

Main (V)
Rules Benefits/Services

0

No

✓

\$254.42

Refundable Main (Y)
Rules Benefits/Services

0

Yes
Fees may apply

⚠

\$458.52

View more fares

9 October 2023



Regulatory Guidance

This section only covers some key UA regulations and policies regarding travel status and airfare. See the Travel Regulations on the [UA Travel](#) website for all applicable UA travel regulations.

Individual campuses and departments may have additional policies and restrictions not covered in this manual. Employees should familiarize themselves with these where applicable.

Travel Status

Travelers are not required to arrive the day their business begins if the only available scheduled flights depart before 7 a.m. Travelers are not required to leave the day their business ends if the only available scheduled flights arrive after 10 p.m. (R05.02.060(5)(g))

Essentially, the regulations allow travelers some flexibility in arriving the day before business start and leaving the day after business end.

Example: A Juneau employee is attending a business meeting in Anchorage on Monday. The meeting starts at 8 a.m. which requires the employee to travel on a flight leaving before 7 a.m. The employee can travel to Anchorage on Sunday.

Alternatively, their meeting ends on Monday at 8 p.m. The next available flight after their meeting does not arrive in Juneau until 10:30 p.m. The employee can return home on Tuesday.

This does not allow travelers to arrive two days prior to business start to avoid a red-eye or late-night flight. Unfortunately, most travel to the East Coast requires either an early morning departure or a late-night arrival.

However, a rest period of 24 hours or less is allowable if the scheduled business transit time exceeds 14 hours. The traveler may take their rest period at either an intermediate point or the business destination. (R05.02.060(5)(h))

Example: A Fairbanks employee is attending a conference in Puerto Rico on Monday. The lowest logical cost flight requires a total transit time of 16 hours. The employee can begin travel to Puerto Rico on Saturday with the option of staying Saturday night at an intermediate point such as Orlando.

Booking Directly with Discounted Air Carriers

The standard UA guidance is to use the booking tool or CTM to book travel. Users should always establish bookings with discounted vendors through the booking tool or CTM to obtain our negotiated rates. If a user chooses to book available vendors outside of Concur or CTM for personal convenience, they should

1. Obtain a business-only cost comparison for the **same flights** in the booking tool. This provides the discounted price for the **same ticket**.
2. The reimbursable/allowable amount on the Report is based on the discounted price as indicated by either the business-only comparison obtained prior to travel or a past fare quote from CTM.

3. Cardholders can use their travel card, but only the cost of a business-only flight is an approved business expense. The difference is considered a personal expense.

Airline Fare Classes

To aid users in following travel regulations and policies, the booking tool is programmed to only list allowable fare classes.

Fare Classes Listed in the Booking Tool

1. **Main:** This is a ticket for a seat in the coach class cabin. This type of ticket offers more comfort (e.g. seat assignment) and flexibility.

Changes to the dates or destinations of travel may result in a change fee and/or collection of fare difference. Cancelled trips may result in a cancellation fee and issuance of an "unused ticket credit." UA strongly recommends the purchase of "Main" tickets.

2. **Refundable Main:** This is a ticket for a seat in the coach class cabin. This type of ticket offers the maximum amount of flexibility. They are changeable as often as needed without change fees. They are also refundable in the event of a cancellation.

This type of fare is allowable, but only if there is a business need. These are usually significantly more expensive than the "Main" fare for the same itinerary. They are not purchased often, usually only for variable-schedule or weather-dependent fieldwork.

Fare Classes Not Listed in the Booking Tool

3. **Super Saver/Basic Economy:** This is a ticket for a seat in the coach class cabin. However, this class of fare essentially strips the traveler of convenience features (e.g. a decent seat, room for baggage, etc.) so the airline can publish the lowest possible price.

These tickets are unalterable. Changes are unallowed, and cancellations are neither refunded nor issued a credit for the fare.

UA strongly discourages the purchase of super saver or basic economy tickets. The purchase of these fare classes is at the traveler's own risk.

4. **Business & First:** These are tickets in the Business- and First-class cabins.

These are not allowable for reimbursement at full cost unless there is an ADA exception. If a traveler chooses to purchase this fare class, a coach class business-only comparison for the exact same flight is required.

Unlike some restrictions, the regulations do not allow for business- or first-class ticket purchases with a business justification or need. The only allowable exception for business- or first-class tickets is an ADA accommodation. (R05.02.060(10)(b)(5))