



## Past Fare Quote

The business-only cost comparison provides the lowest logical cost for the business purpose and is used to determine the allowable reimbursable expenses on the Report including per diem. The cost comparison must come from the Concur booking tool as it applies our discounted rates.

If a cost comparison is not obtained from the booking tool prior to the trip, the traveler must work with CTM to obtain a past fare quote. A delegate may obtain this documentation on the traveler's behalf, but the traveler bears the cost of this service (documented as Expense Type "Personal/Non Reimbursable" on the Report).

Send an email to [ua@travelctm.com](mailto:ua@travelctm.com) or call CTM at 907-786-0107 to request a past fare quote for the authorized Request. Include the following information in the email:

**Subject: PAST DATE FARE REQUEST**

**Body: Profile name (UOFA)**

**Name of traveler**

**Dates, times, and destinations of authorized business travel (NOT the personal itinerary)**

**Date trip was authorized (this provides the agent with any advance purchase information)**

**Originally approved Request ID**

CTM will either charge the agency card the full touch fee of \$19.00 or the traveler's personal credit card if provided over the phone.