



Airfare Booking Guide

This guide outlines the University's requirements for purchasing airfare with University funds. These requirements apply regardless of purchasing method.

Airfare Booking Checklist

Before purchasing airfare, confirm the following:

- The trip is for official University business.
- Economy or Main Cabin fare has been selected.
- No premium seating or fare upgrades have been purchased.
- You are not purchasing a ticket directly from the retail website. If you need a specific fare, provide that information to Anthony Travel to book on your behalf.
- Any additional personal travel days have an airfare comparison demonstrating no significant additional cost to the University.

Resources

Webpages

- [University Card Program](#)
 - How-Tos & FAQs for card purchasing
- [Concur Travel & Expense](#)
 - Resource documents for expense reports and travel requests
- [TCU Global](#)
 - All student travel, domestic and international, must be preregistered.

Booking Airfare

The University recommends booking airfare through SAP Concur whenever possible. Flights available through Concur are configured to **align with University travel policy**, and the system prompts travelers to provide **required justifications** when selecting options outside of policy. It also provides **travel advisory information** for certain destinations.

Anthony Travel is TCU's preferred travel agency and can **assist with bookings** for employees, students, guests, and group travel. If personal days are associated with your trip, remember to request a cost comparison.



Advantages of Approved Methods and Fares

- Booking through Concur or Anthony Travel allows unused airline credits to be tracked and applied toward future University travel.
- Standard Economy or Main Cabin fares provide a balance between reasonable airfare costs and protections available when trips are cancelled or changed.
- Anthony Travel can assist with complex itineraries, group travel, guests, booking changes, and 24/7 emergency support.
- Booking through Concur or Anthony Travel helps **avoid issues associated with certain fare types and trip cancellations**, such as:
 - Ticket credits that cannot be transferred or reassigned, when offered by the airline, in the event of a trip cancellation
 - Cancellation fees
 - International transaction fees when purchasing directly from foreign airlines in non-U.S. currency
 - Airline credits purchased with University funds that cannot be tracked because they remain solely in the traveler's personal account

Selecting the Appropriate Fare

Only standard Economy or Main Cabin fares may be purchased.

Examples of acceptable fare names:

- Main Cabin
- Economy
- Main Classic
- Southwest Choice
- Blue

The following fares are **above Main Cabin or Economy** and are **not permitted** without a pre-approved exception, such as a documented medical accommodation or airline service disruption:

- | | | |
|--------------------|--------------------|-----------------|
| • Blue Plus | • Delta Premium | • Main Select |
| • Business Class | • Select Basic | • Polaris |
| • Choice Extra | • First Class | • Premium Class |
| • Choice Preferred | • Flagship | • Premium |
| • Delta Comfort | • Business | • Economy |
| • Delta One | • Flagship First | • Premium Plus |
| • Delta Premium | • Main Cabin Extra | |
| • Select | • Main Plus | |



Booking Alternatives

To book above a standard fare:

1. Contact Anthony Travel to book the standard fare using the AirCard
2. Request an upgrade, and pay only the upgrade cost with a personal card.

The personal card charge for the upgrade portion is not eligible for reimbursement.

Additional Booking Considerations

SAP Concur and Anthony Travel support standard University booking practices by providing Economy or Main Cabin fares and ticket types that **provide reasonable financial flexibility if travel plans change**.

Fully refundable tickets are not required, as they are typically more expensive. However, grant-funded travel should consider fully refundable airfare when required by the grant or sponsor.

Reasonable personal travel may be combined with University business when it does not significantly increase the cost of airfare. **An airfare comparison should be obtained at the time of booking**, and University funds may only be used for the employee traveling on official University business.

Cancelled Flights and Airline Credits

All airfare charges must ultimately be reconciled in SAP Concur, even if the trip is cancelled.

If the airline credit is used within 60 days, reassign the original airfare transaction to the expense report for the new trip. **Do not submit the report until the new trip has concluded.**

If the airline credit is not used within 60 days, the original airfare transaction must be submitted on an expense report to remove the outstanding transaction from the cardholder's profile.

The available airline credit may then be used for future University business travel according to the expensing department's guidance. **Airline credits for flights booked through SAP Concur and Anthony Travel are tracked through automated reporting, and receive notifications as they approach their expiration date.**