Flight Comparison Example

When traveling on university business, always review the “Rules & Restrictions” for comparable tickets to avoid incurring additional fees that may not be reimbursable. Non-refundable economy class must always be selected. Airlines have created different levels of economy class ranging from basic economy, main cabin and economy plus. Travelers should review the most advantageous fare total, after factoring in allowable charges, and then select either basic economy or main cabin (no premium options selected). Baggage fees are reimbursable to the traveler. Travel protection/insurance is NOT reimbursable.

Mason will not reimburse travelers for the upgraded “economy plus/comfort/select” or any additional services that are purchased to supplement a ‘basic economy’ ticket, such as advanced seat assignments. Avoid ticket descriptions or add-ons that mention: early bird, priority, premium, preferred, seat selection fee, early boarding, comfort plus, business class and/or travel protection.

Flight Comparison Example

Either of these flights may be chosen – Note the non-reimbursable items and overall cost to the department.

**United Airlines**
- No carry-on bag allowed (this means the traveler may have to ‘check’ one or more bags, which would increase the overall cost of the trip)
- Seat Choice Fee – NOT Allowable/Reimbursable

Total Cost $257 + $70 (2 bag fee) = $357

**Delta Airlines**
- Carry-on bag included
- Seat Choice Fee – NOT Allowable/Reimbursable

Total Cost $266 + $30 (1 bag fee) = $296

**American Airlines**
- Carry-on bag included
- Seat Choice Fee – NOT Allowable/Reimbursable

Total Cost $252 + $30 (1 bag fee) = $282

**Southwest**
- Carry-on bag included
- 2 free checked bags
- Early-Bird Fee – NOT Allowable/Reimbursable

Total Cost = $319.96

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