

# 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.

5:52pm - 7:35pm 2h 43m (Nonstop) **\$257**   
 United IAD - MCI roundtrip  
 Very Good Flight (7.8/10)  
 Details & baggage fees

Rules and restrictions apply

Seat choice	Fee applies
Carry-on bag	Not allowed
Checked bag	Fee applies
Cancellations	Not allowed
Changes	Not allowed
Personal item	Included

You may be able to upgrade your fare before checkout



### 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**



6:00am - 9:32am 4h 32m (1 stop) **\$266**   
 Delta DCA - 55m in DTW - MCI roundtrip  
 Satisfactory Flight (6.6/10)  
 Details & baggage fees

Rules and restrictions apply

Seat choice	Not allowed
Carry-on bag	Included
Checked bag	Fee applies
Cancellations	Not allowed
Changes	Not allowed
Personal item	Included

You may be able to upgrade your fare before checkout

### Delta Airlines

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

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

8:30am - 10:13am 2h 43m (Nonstop) **\$252**   
 American Airlines DCA - MCI roundtrip  
 Very Good Flight (7.8/10) American Airlines 4556 operated by Republic ...  
 Details & baggage fees

Rules and restrictions apply

Seat choice	Not allowed
Carry-on bag	Included
Checked bag	Fee applies
Cancellations	Not allowed
Changes	Not allowed
Personal item	Included

You may be able to upgrade your fare before checkout



### American Airlines

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

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



**Southwest** JUN 7 - 10 DCA → MCI **TOTAL \$316.96**

**Wanna Get Away** Earn 763 Rapid Rewards® points per Passenger, per one-way.

• 2 free checked bags (1st and 2nd checked bags fly free. Weight and size limits apply.)	• No change fee (Fare difference may apply.)	<b>\$0.00</b> \$268.24 \$48.72 <b>\$316.96</b> <small>Show price breakdown</small>
• EarlyBird eligible	• Reusable funds	
<b>TOTAL DUE NOW \$316.96</b>		

### Southwest

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

**Total Cost = \$319.96**