**Travel Guidance - Providing Valid Airfare Comparisons – Sent on Travel ListServ on 1/23/2018**

As part of an ongoing effort to provide additional guidance and to reinforce travel policy, this announcement is intended to inform our travelers and submitters about providing valid airfare comparisons.

**Airfare comparisons are required when:**

* Business travel includes a personal element
* A multi-destination or otherwise circuitous air route is chosen for personal reasons
* A traveler chooses to drive a long distance rather than fly
* Domestic airfare exceeds $500
* International airfare exceeds $1,250

**An airfare comparison is valid when:**

* Sourced via a travel aggregator site, such as Expedia.com
* Is sourced at the time of booking the actual travel
* The entire range of airfares returned is provided

If business travel includes a personal element or an otherwise circuitous route is taken for personal reasons, the range of airfare comparisons provided should show travel to/from the USF business destination and include only the dates necessary to accomplish this business purpose.