

Cost Comparison: Instructions for Securing

There are two ways to secure a valid cost comparison. The first is to use your Concur account to look up airfares. The second is to contact AAA directly by calling. These instructions cover the former method.

- 1) [Sign into Concur](#):** If traveler does not have a Concur account, please follow [UK's instructions](#) for setting up one.
- 2)** Enter the following details reflecting the ticket you would be if you were only traveling on business and from a UK Workstation airport.
 - Departure Airport (LEX, CVG, or SDF): If you have personal time and your actual ticket involves one of these airports, please use the same airport in your comparison.
 - Arrival City: The nearest or most practical airport for arriving to your business destination.
 - Depart: Date, Time of Day
 - Return: Date, Time of Day
- 3) Print to PDF or Adobe:** From your web browser (not the printing option that Concur provides on its own webpage) print to a PDF document and save for your files. Printing from your browser itself will ensure all content is secured, while printing from the Concur site itself may omit information. Additionally, emailing a quote to oneself could omit information as well.