

# INTERNATIONAL TRAVEL AIRFARE

## Claim Documentation



### IMPORTANT - Please Read Before Booking Airfare:

- **TRADE SHOWS:** Eligible days (departure) days are 5 days before the and 5 days after the event.
- **TRADE MISSION:** Eligible travel days (departure) are one day before and one day after the event.
- **If you fly outside the eligible dates, take an indirect route, or purchase upgrades, you must submit a quote as if your flight were within the eligible dates and directly to/from the trade show or mission location. Failure to provide this quote will result in the denial of your claim. For assistance, please contact your Engagement Executive and please see details below.**
- Travelers must fly on a U.S. or EU member carrier in and out of the United States. Travel outside of the U.S., within other countries, may be on a foreign carrier.
  - As of January 2021, all British Airlines are ineligible carriers.
  - Please refer to the [Fly America Act](#) for more information on eligible carriers, code sharing, and open skies agreements with the U.S.
- Up to full fare economy ticket. If you fly on other than coach economy, please see details about the quotes below.
- Flight itinerary with E-ticket number that matches proof of payment
- Flight itinerary listing should include each leg of the flight, flight numbers, airports, dates and times, seating category, ticket number, and passenger name. The U.S. or EU member carrier flight numbers are required for flights departing from and arriving in the U.S.
- Scanned version of Boarding Pass is required referencing E-ticket number. To substitute the boarding passes, an airline mileage account transaction history with passenger name is acceptable. This document must confirm that flights were taken/flown as booked. Without boarding passes or mileage account activity, the airfare is not eligible for reimbursement.
- Proof of payment that matches the booking
  - *Airfare paid with miles, awards, certificates, gift cards, e-credit is ineligible.*

# INTERNATIONAL TRAVEL AIRFARE

## Claim Documentation



### A DATED QUOTE IS NEEDED IF YOU HAVE ONE OF THE FOLLOWING SITUATIONS:

#### **Flying (departing) on eligible days but other than coach economy class (upgraded, premium, plus, extra leg, business, first, etc.):**

- Get a quote from the same airline
- Screenshot dated quote the day you purchase your actual ticket (make sure to screenshot the date on the computer screen)
- Pull and save a dated comparable quote showing the cost for your trip in Economy class the same day as actual purchase of ticket, within the reasonable travel window, and without side trips (e.g. flying in and out of the show cities). We will reimburse the lesser of the actual ticket flown or the quote for eligible travel.
- Show the same departure/return dates, cities, and flight numbers as on the actual ticket
- Be up to full fare economy class

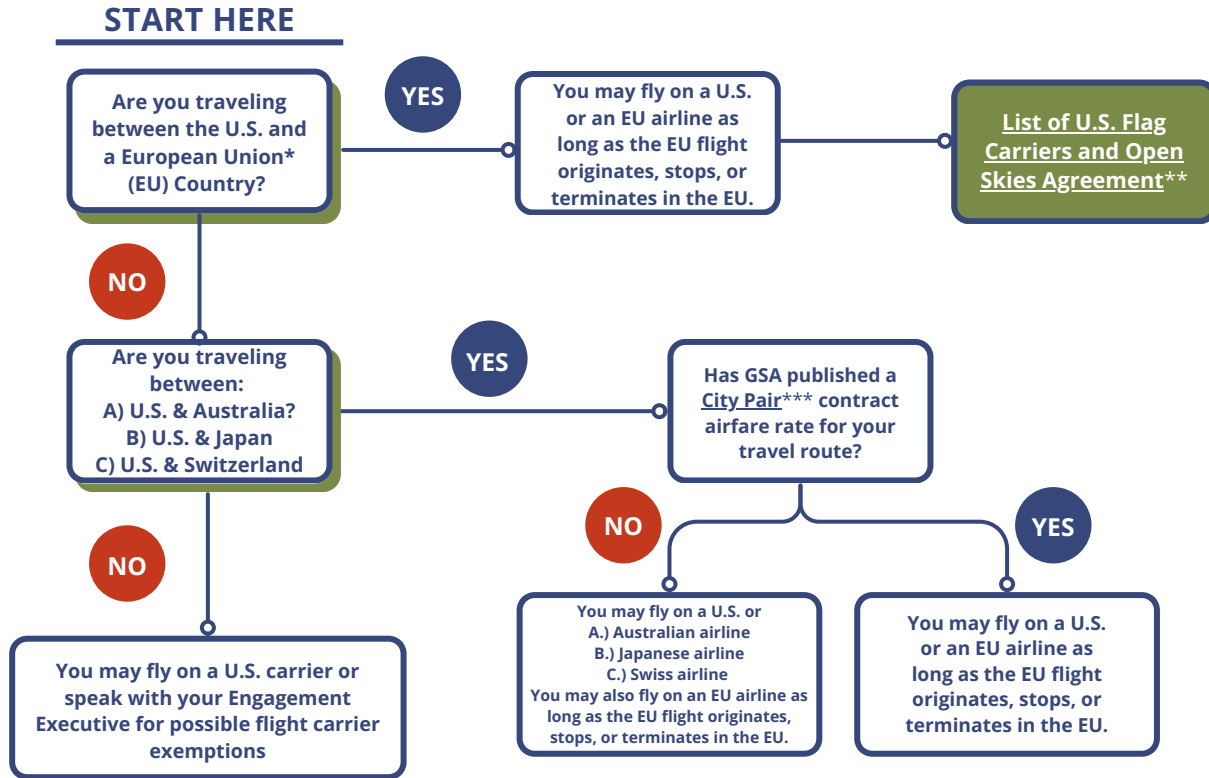
#### **If you fly (depart) non-direct (with side trips), extend your stay or fly on the ineligible travel days:**

- Obtain a quote from the same airline indicating the flight cost as if you were departing on the eligible days to/from the trade show or mission location.
- Screenshot dated quote the day you purchase your actual ticket
- Be up to full fare economy class

**Fly America Act:** Federal travelers are required by 49 U.S.C. 40118, commonly referred to as the "Fly America Act," to use U.S. air carrier service for all air travel and cargo transportation services funded by the U.S. government. Please refer to the Fly America Act for more information on eligible carriers, code sharing, and open skies agreements with the U.S.



# Airfare Carrier Decision Chart



*\*Iceland and Norway are considered part of the EU for the purposes of the EU Open Skies Agreement. Croatia, however, is excluded from the Agreement.*

*\*\*Link is embedded in the flowchart above. For the full URL, please visit <https://www.gsa.gov/policy-regulations/policy/travel-management-policy-overview/fly-america-act#OSA>*

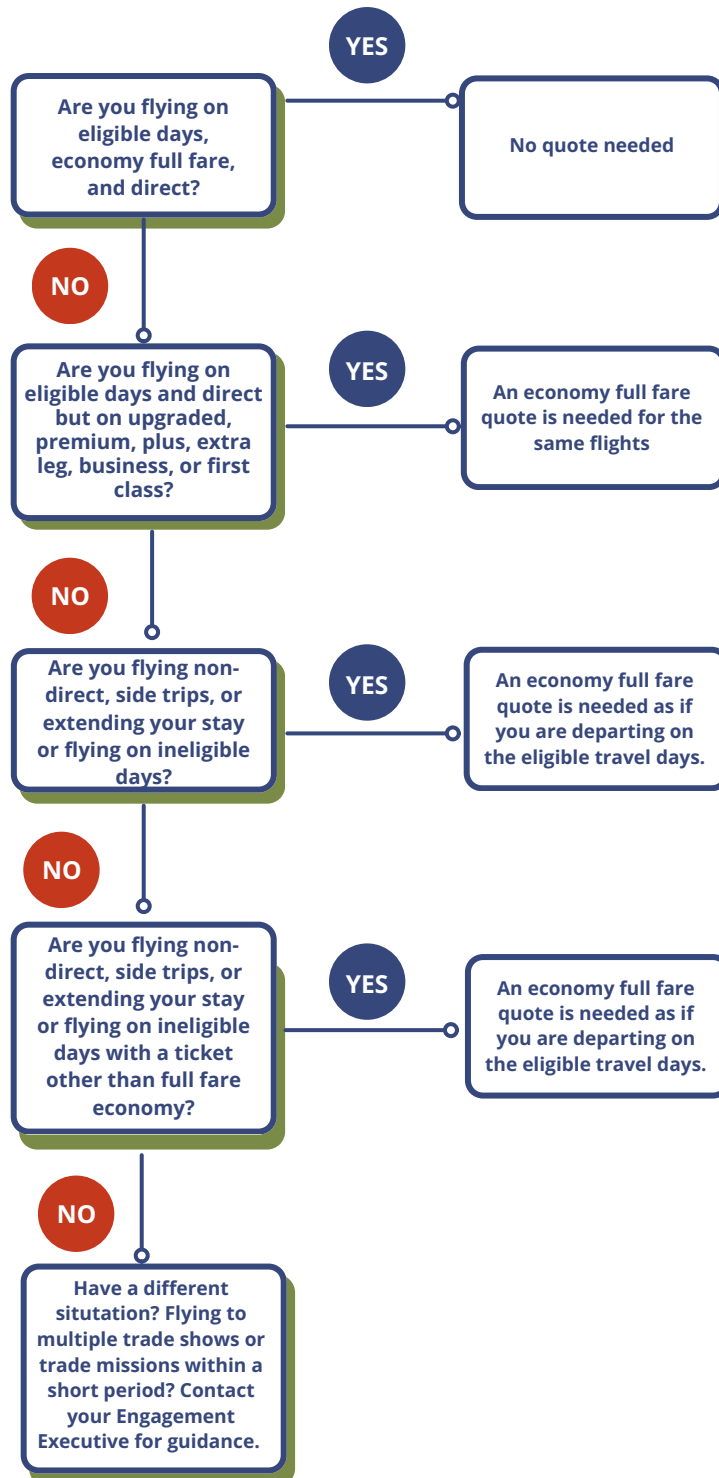
*\*\*\*Link is embedded in the flowchart above. To determine if your route has an established GSA City Pair contract airfare, search your route here: <https://cpsearch.fas.gov/>*



# Airfare Quote Decision Chart

A dated quote is needed if you have one of the following situations:

- Please note: Travelers must fly on a U.S. or EU member carrier in and out of the United States.
- TRADE SHOWS: Eligible days (departure) days are 5 days before the and 5 days after the event.
- TRADE MISSION: Eligible travel days (departure) are one day before and one day after the event.





# HOW TO PULL A QUOTE FOR AIRFARE

## Trade Show - Arrival Example

All quotes need to have a URL, eligible travel days, economy fare, and dated screenshot visible. *Quotes need to be pulled the same day of purchased ticket.*

- **Trade Shows:** Eligible days (departure) days are 5 days before the and 5 days after the event.

### Example Quotes Below:

This is for a trade show, Gulfood. The quote was pulled for the eligible travel days as the trade show occurred on February 17 and ended on February 21 (eligible travel days are 5 days before (February 12-16) and 5 days after the trade show (February 22-26)).

The screenshot shows the United.com flight search results for a roundtrip from Portland, OR (PDX) to Dubai, UAE (DXB) on February 14. The search parameters include: Departure: February 14, Return: February 15, Cabin: Economy, and Fare Type: Economy (fully refundable). The results are displayed in a grid format with columns for Economy, Economy (fully refundable), Premium Economy, and Business. The Economy (fully refundable) option is highlighted with a price of \$1,573. The itinerary details show a 1-stop flight from PDX to EWR on Feb 14, and a return flight from EWR to PDX on Feb 15. The total price for the roundtrip is \$1,573. The screenshot also shows the United MileagePlus program information and the current date and time: 9:20 AM 8/24/2024.

All quotes need to have a URL, eligible travel days, economy fare, and dated screenshot visible. (See Highlights). If you are purchasing one-way, then a quote will need to be pulled for one-way.. The same rule applies if you are purchasing a round trip, then a quote will need to be pulled for round trip.



# HOW TO PULL QUOTE FOR AIRFARE

## Trade Show - Return Example

All quotes need to have a URL, eligible travel days, economy fare, and dated screenshot visible. *Quotes need to be pulled the same day of purchased ticket.*

- **Trade Shows:** Eligible days (departure) days are 5 days before the and 5 days after the event.

### Example Quotes Below:

This is for a trade show, Gulfood. The quote was pulled for the eligible travel days as the trade show occurred on February 17 and ended on February 21 (eligible travel days are 5 days before (February 12-16) and 5 days after the trade show (February 22-26)).

The screenshot shows a flight search on United.com. The search criteria are: From: Portland, OR, US (PDX); To: Dubai, AE (DXB); Dates: Feb 14 - Feb 22; Travelers: 1 Adult; Show price in: Money. The results show a 1-stop roundtrip flight on United Economy (W) for \$1,862. The flight schedule is: PDX 10:55 PM to DXB 7:40 PM on Feb 14, and DXB 10:55 PM to PDX 7:40 PM on Feb 22. The return flight is a 1-stop flight via New York/Newark, NJ, US (EWR). The return flight schedule is: EWR 7:15 AM to PDX 7:37 PM on Feb 22. The return flight is a 1-stop flight via New York/Newark, NJ, US (EWR). The return flight schedule is: EWR 7:15 AM to PDX 7:37 PM on Feb 22. The return flight is a 1-stop flight via New York/Newark, NJ, US (EWR). The return flight schedule is: EWR 7:15 AM to PDX 7:37 PM on Feb 22.

Fare Type	Roundtrip Price
Economy	\$1,862
Economy (fully refundable)	\$1,862
Premium Economy	\$4,056
Business	\$6,391

All quotes need to have a URL, eligible travel days, economy fare, and dated screenshot visible. (See Highlights). If you are purchasing one-way, then a quote will need to be pulled for one-way.. The same rule applies if you are purchasing a round trip, then a quote will need to be pulled for round trip.



# HOW TO PULL A QUOTE FOR AIRFARE

## Trade Show - Arrival/Return Checkout Example

All quotes need to have a URL, eligible travel days, economy fare, and dated screenshot visible. *Quotes need to be pulled the same day of purchased ticket.*

- **Trade Shows:** Eligible days (departure) days are 5 days before the and 5 days after the event.

### Example Quotes Below:

This is for a trade show, Gulfood. The quote was pulled for the eligible travel days as the trade show occurred on February 17 and ended on February 21 (eligible travel days are 5 days before (February 12-16) and 5 days after the trade show (February 22-26)).

**Traveler 1**

First name (required) Last name (required) Middle name/initial (if shown on ID)

Date of birth (required) Gender (required) Suffix

Month DD YYYY Select a gender Select a suffix

Frequent flyer program (optional)

Frequent flyer program Select a program Frequent flyer number

Traveler contact information (optional)

Add TSA Precheck/PASS ID

Special meal requests (optional)

Special travel needs (optional)

**FareLock**

Hold this fare and complete your purchase at a later date.

3 days for \$10.99 per person

7 days for \$13.99 per person

14 days for \$17.99 per person

**ROUNDTRIP (1 TRAVELER)**

Portland PDX to Dubai DXB  
Feb 14 - 10:55 pm to 7:40 pm - 1 stop  
Duration: 9h 45m  
Travelers: 1

Portland PDX to New York/Newark EWR  
Feb 14 - 10:55 pm to 7:00 am  
Please note the flight involves a date change  
Duration: 5h 5m  
Flight Number: UA 1802  
Aircraft type: Boeing 737 MAX 8  
Emissions per seat type: 206 kg CO<sub>2</sub>  
141 45M

New York/Newark EWR to Dubai DXB  
Feb 15 - 9:45 pm to 7:40 pm  
Please note the flight involves a date change  
Duration: 12h 55m  
Flight Number: UA 164  
Aircraft type: Boeing 777-300  
Emissions per seat type: 656 kg CO<sub>2</sub>  
- [View details](#)

Dubai DXB to Portland PDX  
Feb 22 - 2:15 am to 7:37 pm - 1 stop  
[Show details](#) 1,028 kg CO<sub>2</sub>

Fare \$1,725.00  
Taxes and fees \$136.02  
**Total due \$1,861.02**  
or starting from \$110/month

[Continue](#)

**Traveler 1**

First name (required) Last name (required) Middle name/initial (if shown on ID)

Date of birth (required) Gender (required) Suffix

Month DD YYYY Select a gender Select a suffix

Frequent flyer program (optional)

Frequent flyer program Select a program Frequent flyer number

Traveler contact information (optional)

Add TSA Precheck/PASS ID

Special meal requests (optional)

Special travel needs (optional)

**FareLock**

Hold this fare and complete your purchase at a later date.

3 days for \$10.99 per person

7 days for \$13.99 per person

14 days for \$17.99 per person

**ROUNDTRIP (1 TRAVELER)**

Portland PDX to Dubai DXB  
Feb 14 - 10:55 pm to 7:40 pm - 1 stop  
[Show details](#) 862 kg CO<sub>2</sub>

Dubai DXB to Portland PDX  
Feb 22 - 2:15 am to 7:37 pm - 1 stop  
Duration: 5h 22m  
Travelers: 1

Dubai DXB to New York/Newark EWR  
Feb 22 - 2:15 am to 8:35 am  
Duration: 15h 20m  
Flight Number: UA 163  
Aircraft type: Boeing 777-300  
Emissions per seat type: 770 kg CO<sub>2</sub>  
71 52M

New York/Newark EWR to Portland PDX  
Feb 22 - 4:27 pm to 7:37 pm  
Duration: 6h 10m  
Flight Number: UA 2049  
Aircraft type: Boeing 737 MAX 9  
Emissions per seat type: 250 kg CO<sub>2</sub>  
[View details](#)

Fare \$1,725.00  
Taxes and fees \$136.02  
**Total due \$1,861.02**  
or starting from \$110/month

[Continue](#)

Cart ID: 223015400



# HOW TO PULL A QUOTE FOR AIRFARE

## Outbound Trade Mission - Arrival Example

All quotes need to have a URL, eligible travel days, economy fare, and dated screenshot visible. *Quotes need to be pulled the same day of purchased ticket.*

- **Trade Missions:** Eligible travel days (departure) are one day before and one day after the event.

### Example Quotes Below:

This is for an outbound trade mission. The quote was pulled for the eligible travel days as the trade mission occurred on March 3 and ended on March 6 (eligible travel days are 1 day before (March 2) and 1 day after the trade mission (March 7)).

The screenshot shows the United.com flight search interface. The search parameters are: From: SFO (San Francisco, CA, US), To: FRA (Frankfurt, DE), Dates: Mar 2 - Mar 7, Travelers: 1 Adult, Show price in: Money. The results are filtered for 'DEPART ON: March 2'. The flight is a nonstop roundtrip on UA 58 (Boeing 777-300ER) departing at 1:30 PM and arriving at 9:35 AM. The fare types and prices are as follows:

Fare Type	Price
Basic Economy (most restrictive)	\$1,859
Economy	\$2,259
Economy (fully refundable)	\$2,509
Premium Economy	\$3,123
Business	\$13,489

Additional details include: 564 kg CO<sub>2</sub>, 1-day arrival, and on-time performance metrics for each fare type.

All quotes need to have a URL, eligible travel days, economy fare, and dated screenshot visible. (See Highlights). If you are purchasing one-way, then a quote will need to be pulled for one-way.. The same rule applies if you are purchasing a round trip, then a quote will need to be pulled for round trip.





# HOW TO PULL QUOTE FOR AIRFARE

## Outbound Trade Mission - Return Example

All quotes need to have a URL, eligible travel days, economy fare, and dated screenshot visible. *Quotes need to be pulled the same day of purchased ticket.*

- **Trade Missions:** Eligible travel days (departure) are one day before and one day after the event.

### Example Quotes Below:

This is for an outbound trade mission. The quote was pulled for the eligible travel days as the trade mission occurred on March 3 and ended on March 6 (eligible travel days are 1 day before (March 2) and 1 day after the trade mission (March 7)).

The screenshot displays the United.com flight search results for a roundtrip from Frankfurt, DE (FRA) to San Francisco, CA, US (SFO) on Sun, Mar 2. The selected fare is Economy (fully refundable) for \$2,509. The flight is nonstop, departing at 1:30 PM and arriving at 9:35 AM. The page also shows other fare options like Premium Economy (\$3,043) and Business (\$8,009). The return date is set for March 7.

Fare Type	Roundtrip Price
Economy (fully refundable)	\$2,509
Premium Economy	\$3,043
Business	\$8,009

All quotes need to have a URL, eligible travel days, economy fare, and dated screenshot visible. (See Highlights). If you are purchasing one-way, then a quote will need to be pulled for one-way.. The same rule applies if you are purchasing a round trip, then a quote will need to be pulled for round trip.



# HOW TO PULL A QUOTE FOR AIRFARE

## Outbound Trade Mission - Arrival/Return Checkout Example

All quotes need to have a URL, eligible travel days, economy fare, and dated screenshot visible. *Quotes need to be pulled the same day of purchased ticket.*

- **Trade Missions:** Eligible travel days (departure) are one day before and one day after the event.

### Example Quotes Below:

This is for an outbound trade mission. The quote was pulled for the eligible travel days as the trade mission occurred on March 3 and ended on March 6 (eligible travel days are 1 day before (March 2) and 1 day after the trade mission (March 7)).

The screenshot shows the United.com checkout page for a roundtrip flight. The page is titled "Traveler 1" and includes a sign-in prompt for the MileagePlus account. The traveler information section includes fields for first name, last name, middle name/initial, date of birth, gender, and suffix. There are also options for frequent flyer programs and special travel needs. The fare section shows a roundtrip from San Francisco (SFO) to Frankfurt (FRA) and back. The total due is \$2,508.30, with a "Continue" button. The page also displays flight details for both legs, including flight numbers, aircraft types, and emissions per seat.

To comply with the TSA Secure Flight program, the traveler information listed here must exactly match the information of the government-issued photo ID that each traveler presents at the airport.

[Sign in](#) to your MileagePlus® account for even faster checkout.

**Traveler 1**

First name (required) Last name (required) Middle name/initial (if shown on ID)

Date of birth (required) Gender (required) Suffix

Month DD YYYY Select a gender Select a suffix

Frequency flyer program (optional)

Frequent flyer program Frequent flyer number

Select a program

Traveler contact information (optional)

Add TSA Precheck/PASS ID

Special meal requests (optional)

Special travel needs (optional)

**FareLock**

Hold this fare and complete your purchase at a later date.

3 days for \$11.99 per person

7 days for \$14.99 per person

14 days for \$18.99 per person

**ROUNDTRIP (1 TRAVELER)** [Revise this trip](#)

**San Francisco SFO to Frankfurt FRA**  
Mar 2 • 1:30 pm to 9:35 am • Nonstop  
Please note this flight involves a date change  
Duration: 11h 5m  
Travelers: 1  
Flight Number: UA 58  
Aircraft type: Boeing 777-300ER  
Emissions per seat type: 504 kg CO<sub>2</sub>  
[Hide details](#)

**Frankfurt FRA to San Francisco SFO**  
Mar 7 • 1:20 pm to 4:00 pm • Nonstop  
Duration: 11h 40m  
Travelers: 1  
Flight Number: UA 59  
Aircraft type: Boeing 777-300ER  
Emissions per seat type: 504 kg CO<sub>2</sub>  
[Hide details](#)

Fare \$2,300.00  
Taxes and fees \$208.30  
**Total due \$2,508.30**  
or starting from \$148/month

[Continue](#)