Avoiding Basic Economy Fares in Concur:

Delta, United, and American Airlines now offer a new type of low fare selection called Basic Economy Fares. While generally less expensive than standard economy fares, these fares are highly restrictive and will likely not meet the needs of business travel for OSU. The Travel Office does not recommend purchasing these fares due to the significant restrictions that may be impactful to business travel.

Basic Economy Fares are easily identified in the flight search results by looking for the yellow warning icon (see below).

If the flight you need contains a yellow warning icon, other fare options for that flight may be available. Follow the steps below to display all available fare options.

1. Select “Show All Details”
2. Select “View More Fares”

3. This will then display all the economy fare options for that flight.
4. Select the lowest Economy Fare option, and complete the booking process as normal.

If you have any questions, or need further assistance please contact the Travel Office at 614-292-9290 or travel@osu.edu.