Good Afternoon UO Traveler and Delegates –

Basic Economy fares were introduced to the booking tool last month as a number of UO travelers indicated that they required the ability to select this fare type. Buyer Beware: Please note these restrictions:

- MOST IMPORTANT: Absolutely no changes or refunds. Business travel often requires flexibility, if you do not travel on this itinerary, you will lose this ticket.
- No advance seat assignment – additional fees required
- No checked and often no carry-on bags – additional fees required
- No advance check in. Seat will be assigned after check in at the airport
- Check personal frequent flyer mileage point accumulation. Airlines differ
- No upgrades
- Passengers with Basic Economy tickets board last. No priority boarding

If you choose to purchase your airfare on the Concur Booking Tool, here is how to tell the difference between regular Coach and Basic Economy.

This sample is a EUG to DEN flight in February. The first indicator that Basic Economy is an option is the “VIEW FARES” box, indicating there is a choice:

![View Fares](image)

When you click the View Fares box, you are presented with options. Notice:
#1 - Basic Economy – 1st Bag Charge, No change. You can click on the Benefits/Service link for fare details. This fare is $65 less but does not allow for seat assignments, no carry on bags, or to make any changes for any reason:

Basic Economy or Econ 1st Bag Charge No Change
USD 291.80

Services
- Food & Drink
  - Unknown

Flexibility
- Changes
  - Non-refundable ticket
  - Non-changeable ticket
- Mileage
  - 100 percent

More Details
Basic Economy or Econ 1st Bag Charge No Change
INCLUDED
- Mileage Accrual
- Personal Item
- Premium Qualifying Credit (destinations outside of US only)
- Carry On Baggage (destinations outside of US only)
- Pre Reserved Seat Assignment (destinations outside of US only)

AT CHARGE
- Gate Check Handling Charge (destinations within US only)
- Checked Bag First (destinations outside of US only)
- Second Bag (destinations outside of US only)
- Priority Boarding (destinations outside of US only)

Close
#2 – Economy – this fare will allow you to make changes for a fee, provides seat assignments and a free carry-on bag.

Please call the Travel Office/Concur help desk with any questions or for assistance.