

Basic Economy Fares on Concur (via Balboa Travel)

The three major airlines – Delta, American and United – began offering basic economy fares in the first half of 2017, largely to compete with the budget airlines such as Allegiant, Frontier, etc. In some cases, these can be great savings for the PC(USA) while in other ways they can end up costing more money than they are saving.

Basic economy fares are highly restrictive and often not realized until after the flight has been booked. Travelers typically receive a notification email noting the basic economy fare and, if the traveler wants to change the reservation, we incur either an additional \$9.50 or \$25.00 service fee charge for rebooking online or with an agent, respectively.

This document is to help travelers and those booking for travelers more easily navigate the booking process.

****Please note that the Concur App may only show Basic Economy Fares. To find other Economy flight options, be sure to book on the Concur website.**

Know the restrictions

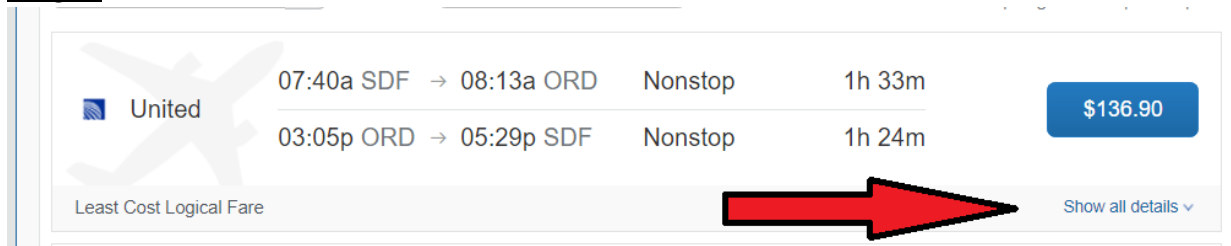
- Seat selection and upgrades are not available
- Group and family seating is not available
- Flight changes and refunds are not allowed. This means if you cancel or change your flight for any reason, you lose the full amount of the original ticket.
- Full-sized carry-on bags are not allowed. Allowed carry-on must fit under the seat in front of you. ****You can check your luggage for the airline's checked bag price.**
- Some airlines do not allow travelers to earn frequent flyer mile credit from these fares.
- Seat and boarding group assignments are given at time of check-in, which are generally middle seats and last boarding group.

Airline	Code	Links
Delta	(E)	Delta Basic Economy Restrictions ; Delta Basic Economy FAQs
American	(B)	American Basic Economy Restrictions ; American Basic Economy FAQs
Unites	(N)	United Basic Economy Restrictions ; United Basic Economy FAQs

Know what to look for

- Search for your flight as you normally would. Once you find the itinerary you need, click on “Show all details” under the price button [see Image 1].

Image 1



- Below the full itinerary that appears, you can see the rule class of the first offered price. If the code is “(E)” or “Basic Economy (E),” then click “View more fares” to see the next rule classes that the airline offers. [see Image 2]

Image 2

Delta
06:15a SDF → 08:49a ORD 1 stop DTW 3h 34m
09:05a ORD → 01:54p SDF 1 stop DTW 3h 49m
\$154.10

Preferred Airline for PCUSA [Hide all details ^](#)

DEPART ✈️ **Fri, Oct 27** – Louisville, KY to Chicago, IL / 42m layover in Detroit, MI [Hide Details ^](#)

Fri, Oct 27 06:15a SDF → 07:38a DTW Delta 6242 [View seats](#)
Canadair Regional Jet 700

Layover in Detroit, MI 42m Detroit Wayne County Arpt

08:20a DTW → 08:49a ORD Delta 931 [View seats](#)
McDonnell Douglas MD-85

RETURN ✈️ **Mon, Oct 30** – Chicago, IL to Louisville, KY / 59m layover in Detroit, MI [Hide Details ^](#)

Mon, Oct 30 09:05a ORD → 11:30a DTW Delta 804 [View seats](#)
McDonnell Douglas MD-85

Layover in Detroit, MI 59m Detroit Wayne County Arpt

12:29p DTW → 01:54p SDF Delta 6196 [View seats](#)
Canadair Regional Jet 700

Fare Details Free Checked Bags Refundable

Basic Economy (E) [Rules / Fare Details](#) Visit Delta No \$154.10

[View more fares](#)

Amadeus

- Other fare options will appear and you can select the next, less restrictive fare if you prefer. [see Image 3]

Image 3

Fare Options Free Checked Bags Refundable

Basic Economy (E) [Rules / Fare Details](#) Visit Delta No \$154.10

Economy (T) [Rules / Fare Details](#) Visit Delta No \$190.10

Economy (U) [Rules / Fare Details](#) Visit Delta No \$250.10

Questions?

Please feel free to contact norma.thieman@pcusa.org with any questions or contact Balboa Travel at 800-449-1764 to book directly with an agent. .