Tolerances have been built into the Egencia on-line booking tool that offers travelers more relevant low fare options. The tolerance amount may vary from campus to campus.

For example, if a tolerance is set at $150.00, this means when a traveler performs a search, the lowest fare returned is considered the “lowest logical fare” - and fares more than +$150 of this amount would be considered out of policy. If an out of policy fare is selected, the traveler will be prompted to give a reason for that selection.

By selecting a time, you are providing a range (for example, +/- 2 hours) from which the Egencia tool calculates lowest logical fare. If you would like to change your range, you can simply do that by changing it under the FILTER RESULTS section located on the left side of your results screen.

**Note:** if a traveler does not select a time during the search process, the tool will assume that you are flexible, and will offer alternate lower, (less desirable) fare choices throughout the entire day.

**Best Practice:** if you are not flexible, a desired time should be selected. By selecting a time, the tool will generate a more accurate lower fare option based on your criteria, and it will also speed up the search process.