

TRAVEL COST COMPARISON WORKSHEET

For Instructions see PPM 6410.050

Traveler _____

Date Out-of-State Travel Requested _____

AIRFARE VS. MILEAGE (For business travel to a destination over 400 miles)

AIRFARE:

-Mileage from official station or domicile to the nearest airport(round-trip)*^
Allowance per mile $\frac{\text{_____}}{\times \text{''''''''''}} = \$ \text{_____}$

-Mileage from destination airport to lodging establishment(round-trip)*
Allowance per mile $\frac{\text{_____}}{\times \text{''''''''''}} = \$ \text{_____}$

Or

Designated Shuttle/Taxi Fee(round-trip)* \$ _____

-Mileage between lodging establishment and event(x Number of days)*
Allowance per mile $\frac{\text{_____}}{\times \text{''''''''''}} = \$ \text{_____}$

Or

Taxi/Public Transportation Fee* \$ _____

-Airport Parking/Tolls \$ _____

-Round trip economy airfare from the nearest airport to the airport nearest the destination* \$ _____

TOTAL AIRFARE (sum of ej gengf items) '''''''' \$ _____

MILEAGE:

-Round trip mileage*
Allowance per mile $\frac{\text{_____}}{\times \text{''''''''''}} = \$ \text{_____}$

-Mileage between lodging establishment and event*
Allowance per mile $\frac{\text{_____}}{\times \text{''''''''''}} = \$ \text{_____}$

-Parking/Tolls (provide original receipts) \$ _____

TOTAL MILEAGE \$ _____

*Provide backup documentation (Mapquest/Airfare quote) for expense noted and attach with this form.

^Whichever is most economical.

ADDITIONAL INFORMATION: