

TRAVEL COST COMPARISON

| Traveler's Information | |
|-------------------------|---------------------------------------|
| <i>NAME OF TRAVELER</i> | <i>DATE(S) OF TRAVEL</i> |
| <i>DESTINATION</i> | <i>DATE(S) OF CONFERENCE OR EVENT</i> |

| REASON |
|--|
| <input type="checkbox"/> Indirect route or interrupted travel for other than University business <input type="checkbox"/> Using surface transportation when air travel is more appropriate, or vice versa <input type="checkbox"/> Travel extended to save costs <input type="checkbox"/> Prefer higher class of travel |

| ESTIMATED COSTS | STANDARD ROUTE/MODE/CLASS | ALTERNATE ROUTE/MODE/CLASS |
|---|---------------------------|----------------------------|
| Cost of airfare, train fare, etc. Taxi, shuttle, etc. | _____ | _____ |
| Rental vehicle | _____ | _____ |
| Lodging | _____ | _____ |
| Mileage (miles multiplied by current mileage rate) | _____ | _____ |
| Meals | _____ | _____ |
| Parking, tolls, etc. | _____ | _____ |
| Other: _____ | _____ | _____ |
| Total Estimate: | _____ | _____ |

INSTRUCTIONS:

Attach backup documentation to support all costs provided in the chart above.

Attach this form to **Travel Requests** for the following circumstances:

- Using surface transportation when air travel is more appropriate, or vice versa (reimbursement limited to the lower cost)
- When higher class of travel is preferred (traveler must pay incremental cost)
- Travel extended to save costs

Attach this form to **Travel Claims** for the following circumstances:

- Indirect route or interrupted travel (reimbursement limited to the lower cost)