**JUSTIFICATION OF MILEAGE VS AIRFARE**

**ON OUT-OF-STATE TRAVEL**

|  |  |  |  |
| --- | --- | --- | --- |
| DATE: |  | PREPARED BY: |  |

|  |  |
| --- | --- |
| Traveler’s Name: |  |

**COST OF MILEAGE:**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| FROM: |  | | | | | TX to |  | | | |
| # of miles one way | | | 100 | | x 2 (round trip) = | | | 200 | Total Mileage | | |
| Total Mileage of | | 200 | | x mileage rate of $ | | | | .65 | | /mile = | | |
| **Total Cost for Mileage** | | | | | | | | | | | | | $ |  |

**PASSENGERS TRANSPORTED:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Were other TWU employees/students transported? | Yes |  | No |  |
| If so, show names of passengers: | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
|  | | | | |

**COST OF AIRFARE PLUS RELATED EXPENSES:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Average Coach Airfare (Round trip) – Price quotes information as follows: | | | | | | | | |
| Name of Travel Agency or Airline Company: | | | | | |  | | |
| Name of person giving quote: | | |  | | | | | |
| Date of quote: |  | | | (1) Amount quoted $ | | |  | |
|  | | | | | | | | |
| Parking at Airport: To figure amount consider the following: | | | | | | | | |
| Add number of days of business travel plus one travel day to get to duty point | | | | | | | | |
| and one travel day to return to headquarters. | | | | | | | | |
| (2) Airport Parking $ | | | | |  |
|  | | | | | | | | |
| Mileage Expense: From | |  | | | to nearest airport | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # of miles |  | x mileage rate of $ |  | /mile = |

|  |  |
| --- | --- |
| (3) Mileage of $ |  |

|  |  |  |
| --- | --- | --- |
| **Add amounts 1, 2 & 3 = Total Cost of Airfare Plus Related Expenses** | **$** |  |
|  | | | |

**RESULTS:**

COMPARISON OF TOTAL COST OF MILEAGE VS COST OF AIRFARE PLUS RELATED EXPENSES SHOWS THE FOLLOWING:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **CHEAPER TO FLY** |  | **CHEAPER TO DRIVE** |

**Note:** Less expensive amount will be used for reimbursement purposes when traveling via private vehicle on Out-of-State travel.