**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.