



ONE-STOP FINANCIAL SERVICES

TRAVEL COST COMPARISON

Traveler's Information

NAME OF TRAVELER	DATE(S) OF TRAVEL
DESTINATION	DATE(S) OF CONFERENCE OR EVENT

REASON

- Indirect route or interrupted travel for other than University business
- Using surface transportation when air travel is more appropriate, or vice versa
- Travel extended to save costs
- 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)