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 $\times$ '''''''''''' = $_____

-Mileage from destination airport to
lodging establishment(round-trip)* _____
    Allowance per mile $\times$ '''''''''''' = $_____
       Or
    Designated Shuttle/Taxi Fee(round-trip)* $_____

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

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

-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: