Worksheet For Out Of State Travel

Mileage vs. Airfare

Date: ______________________ Department: ________________________________

Name of Traveler: ______________________________________________________

Cost of mileage

Headquarters to _________________________________

______ miles roundtrip @ $.535 per mile = _____________________________

Total cost for mileage: ________________________________

Cost of airfare related expenses

Airfare
Economy, round-trip, airfare – price quote information

Name of airline or travel agency: _________________________________

Date of quote: _________________

Amount of airfare: _________________

Mileage
Total mileage to and from airport ______ @$.535 per mile = ________

Parking at airport
_______ per day @ ________ days = ______________

Total cost of airfare and related expenses: ________________________________

Determination of worksheet

_______ Cheaper to fly

_______ Cheaper to drive

Attach this document and supporting documents to traveler’s expense report in Concur.