Worksheet For Out Of State Travel

Mileage vs. Airfare

Date: _____Department: _____

Name of Traveler: _____

Cost of mileage

Headquarters

to_____

_____miles roundtrip @ $.67 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 _____ @$.67 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.