Worksheet For Out Of State Travel

Mileage vs. Airfare

Date: _________________________ Department: _______________________________

Name of Traveler: ________________________________________________________

Cost of mileage

Headquarters to___________________________________________________________

_________ miles roundtrip @ $.58 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 _______ @$ .58 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.