 **TRAVEL COMPARISON WORKSHEET**

***Must be completed and attached to the Employee Expense and Travel Reimbursement or Request for Travel Advance forms***

|  |  |
| --- | --- |
| ***Destination*** |       |
| ***Departure Date*** |   | ***Return Date*** |   |
| ***Total Miles to be Traveled*** |       |

***Complete items A-D.***

|  |  |  |  |
| --- | --- | --- | --- |
| ***A*** | Cost of rental vehicle - see [Rental vs Mileage Reimbursement Calculator](http://www.udmercy.edu/purchasing/forms/pdf/Rental-vs-Mileage-Calculator.xls) | $ |       |
| ***B*** | Cost to drive personal vehicle - miles x current mileage rate  | $ |       |
| ***C*** | Cost of airfare to destination – per Corporate Travel Svc | $ |       |
| ***D*** | Cost of airfare to destination – per other travel source | $ |       |

Employees should choose the least expensive way to travel to their destination.

**If an employee chooses a more expensive way to travel to their destination travel reimbursement will be limited to the most cost efficient means of travel.**

***Example****:* Cost of rental vehicle = $150 per week + $150 gas = $300

Cost to drive personal vehicle - 700 miles x $.565/mile = $395.50.

Employee chooses to drive personal vehicle

Reimbursement is limited to $300, the most cost efficient means of travel.

(Revised 12/16/2014)