

## Carleton College Use of Personal Vehicle

When an individual elects to use his/her personal vehicle while traveling on College business in lieu of air travel due to personal preference rather than due to a business need, the College will reimburse the cost of driving or the cost of comparable air travel, whichever is less.

**This worksheet will help to determine how much can be reimbursed.**

### INSTRUCTIONS:

- ▶ *Attach to this form, documentation that substantiates your estimated costs for: airfare, car rental or shuttle & airport parking. This may be a copy of a price quote from the internet. The quote must be for the period of time of the trip or a comparable period of time.*
- ▶ *Attach this form, documents substantiating these expense estimates, and other documentation required to your Travel Expense Report form.*

**Name of Traveler:** \_\_\_\_\_  
**Dates of Travel:** \_\_\_\_\_  
**Destination:** \_\_\_\_\_

**Estimated Cost of Flying:**

• Airfare		_____
• Mileage to and from airport:	_____ 0 miles @ 0.450 per mile*	_____ 0.00
• Airport parking		_____
• Transportation to and from airport at final destination:		_____
Shuttle or taxi - OR -		_____
Car Rental <i>(there must be a business need for the rental vehicle):</i>		_____
<b>Total Estimated Cost of Flying</b>		<b>_____ 0.00</b>

**Cost of Driving:**

• Mileage to & from destination:	_____ 0 miles @ 0.450 per mile*	_____ 0.00
• Meal expenses en route to destination- <i>if claiming</i> <small>(College policy limits &amp; rules apply)</small>		_____
• Lodging expenses en route to destination- <i>if claiming</i>		_____
• Meal expenses en route from destination- <i>if claiming</i> <small>(College policy limits &amp; rules apply)</small>		_____
• Lodging expenses en route from destination- <i>if claiming</i>		_____
• Tolls		_____
<b>Total Cost of Driving</b>		<b>_____ 0.00</b>