

Carleton College
Extended Travel-Saturday Night Stay

When an individual elects to extend travel to reduce airfare costs, the College will reimburse the cost of 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, hotel and other expenses. 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 without extended stay:

• Airfare _____

• Hotel costs _____ # of days @ \$ _____ Total _____

Total Estimated Cost of Trip _____

Estimated Cost with extended (Saturday night) stay:

• Airfare _____

• Hotel costs _____ # of days @ \$ _____ Total _____

• Meals for additional days _____

Total Estimated Cost of Trip with Extended Stay _____