

## 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.**

### I N S T R U C T I O N S :

- ▶ *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: \_\_\_\_\_ miles @ 0.485 per mile\* \_\_\_\_\_
  - Airport parking \_\_\_\_\_
  - Transportation to and from airport at final destination: \_\_\_\_\_
- Shuttle or taxi - OR - \_\_\_\_\_  
Car Rental (*there must be a business need for the rental vehicle*): \_\_\_\_\_
- Total Estimated Cost of Flying** \_\_\_\_\_

#### Cost of Driving:

- Mileage to & from destination: \_\_\_\_\_ miles @ 0.485 per mile\* \_\_\_\_\_
  - Meal expenses en route to destination-*if claiming* (*College policy limits & rules apply*) \_\_\_\_\_
  - Lodging expenses en route to destination-*if claiming* \_\_\_\_\_
  - Meal expenses en route from destination-*if claiming* (*College policy limits & rules apply*) \_\_\_\_\_
  - Lodging expenses en route from destination-*if claiming* \_\_\_\_\_
  - Tolls \_\_\_\_\_
- Total Cost of Driving** \_\_\_\_\_