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 @ 0.560 per mile* _______ 0.00
- 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 _______ 0.00

Cost of Driving:

- Mileage to & from destination: _______ 0 miles @ 0.560 per mile* _______ 0.00
- 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 _______ 0.00