

Airport Cost Comparison Worksheet of the National Institutes of Health

Outbound from the National Capital Region

Traveler's Name:	Proposed Travel Dates:
Destination:	Omega Agent:
Date of Cost Comparison:	Travel Authorization # (if available):

This constructed cost comparison worksheet is used to document airport selection when multiple airports serve the market of the departure city. It is not required when a sponsor provides in-kind tickets. The trigger for the cost comparison worksheet begins with the contract city pair fares. If the airport with the lowest contract city pair fare is selected, then this worksheet is not required. Instead, document the cost(s) of the other contract airfare(s) not selected in the travel authorization. If using the online booking engine, take a screen shot of the available airfare costs and upload it to the Travel Authorization.

This worksheet is required when a non-contract carrier is selected to evidence the 40% saving for domestic and non-foreign flights or 15% saving for international flights.

In arriving at comparables, travel planners/AOs need to consider all measurable costs including the cost of tickets, ground transportation to/from the airport, tolls, and parking at the airport. The cost comparison needs only to reflect the single mode of ground transportation that a traveler would most likely take in the event that they would be flying from that airport. Given the overarching requirement to reduce costs, while also wanting to minimize the administrative burden of the cost comparison and acknowledging lost productivity concerns, NIH has established a \$100 tolerance allowing another airport, other than the airport with the overall lowest cost, to be selected. The cost comparison worksheet should be uploaded into GovTrip as documentation for the selection made.

	Airports			Train Station (If applicable)
Airport Code	BWI	IAD	DCA	
Airline Carrier				
Contract Carrier (Yes/No)				
Round-trip Cost				
Taxi/Shuttle				
Metro				
POV				
Parking				
Tolls				
Total Cost				
Trip Selected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The airport having the lowest overall cost has been selected, or the airport selected is within the \$100 tolerance.				<input type="checkbox"/>
The airport selected does not have the lowest overall cost nor is it within the \$100 tolerance. Describe the mission critical circumstance(s) in the Justification section.				<input type="checkbox"/>

Justification (Use continuation sheet if necessary):