

**USDA Forest Service - Albuquerque Service Center
TDY TRAVEL COST COMPARISON**

FS-6500-6 (4/28/15) Draft

1. Traveler Name (Last, First, MI):	
2. Residence Location:	3. Official Duty Station:
4. TDY Travel Location(s):	

Travel Information	5. Direct Travel Official Purpose <i>FTR 301-10.4</i> <i>FTR 301-70.101</i>	6. Indirect Travel Personal or Alt Route <i>FTR §301-10.8</i>
a. Primary Mode of Transportation		
b. Start Date of Travel		
c. End Date of Travel		
d. Common Carrier (TMC): Ticket/Fare Price	\$	\$
e. TMC Booking Fee(s)	\$	\$
f. Baggage Fee(s)	\$	\$
g. Per diem – Lodging (do not include taxes)	\$	\$
h. Per diem – Meals and Incidental Expenses (M&IE)	\$	\$
i. Hotel Taxes	\$	\$
j. Mileage Expense to/from Terminal (# miles X Current POV rate)	\$	\$
k. Mileage Expense Round Trip (# miles X Current POV Rate) (Do not include mileage driven at TDY location)	\$	\$
l. Mileage Expense at TDY location (# miles X Current POV Rate)	\$	\$
m. Parking at Terminal	\$	\$
n. Parking at Hotel	\$	\$
o. Taxi or Shuttle (to/from Residence to Terminal/Hotel)	\$	\$
p. Tolls	\$	\$
q. Rental Car (if authorized)	\$	\$
r. Rental Car Fuel (if authorized)	\$	\$
s. Other	\$	\$
t. Total Estimated Costs	\$	\$

7. Comments:

8. I certify I used the electronic travel system or travel management center to obtain the above cost estimates, and all of the information included in this form is accurate and complete. In accordance with the Federal Travel Regulations, I acknowledge my reimbursements will not exceed the total estimated cost of the direct travel as calculated on this form and I am responsible for any additional cost associated with my indirect travel.

Traveler's Signature	Date

9. I certify the above direct travel costs reflect the most advantageous method of travel. I approve the indirect travel and that reimbursement will not exceed \$ _____.

Approving Official's Signature	Date

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INSTRUCTIONS

1. Enter Traveler's Name (Last, First, MI)
2. Enter Traveler's Residence Location - Enter City and State
3. Enter Traveler's Official Duty Station - Enter Official Duty Station, City and State
4. Enter TDY Travel Location(s) – Enter City(ies), State(s)

Travel Information (Number 5 refers to Direct Travel and Number 6 refers to Indirect Travel in list below)

- 5a. and 6a. Enter mode of transportation, (i.e.: Airline, train, bus, ferry or other transit system).
- 5b. and 6b. Enter beginning date of travel to TDY location.
- 5c. and 6c. Enter end date of return travel to Official Duty Station or authorized alternate location.
- 5d. and 6d. Enter common carrier price of a fully refundable ticket pulled from the Agency's Travel Management System.
Please attach a screen shot for documentation.
- 5e. and 6e. Enter Travel Management Center (TMC) booking fees.
- 5f. and 6f. Enter amount for baggage fee(s).
- 5g. and 6g. Enter total per diem for lodging (do not include hotel taxes).
- 5h. and 6h. Enter total per diem for meals and incidental expense.
- 5i. and 6i. Enter total estimated hotel taxes.
- 5j. and 6j. Enter the estimated round trip mileage expense to and/or from terminal at the official duty station.
- 5k. and 6k. Enter the estimated round trip mileage expense when using a personal vehicle for transportation. Do not include mileage driven at TDY location.
- 5l. and 6l. Enter estimated mileage expense that may be driven at the TDY location.
- 5m. and 6m. Enter estimated parking fees at terminal.
- 5n. and 6n. Enter estimated parking fees at hotel.
- 5o. and 6o. Enter estimated taxi and/or shuttle costs.
- 5p. and 6p. Enter estimated toll fees.
- 5q. and 6q. Enter estimated rental car fees – if authorized. *Please attach a screen shot for documentation.*
- 5r. and 6r. Enter estimated fuel cost for rental car - if authorized.
- 5s. and 6s. Enter any additional estimated fees that may be incurred.
- 5t. and 6t. Total cost will be auto calculated for each column.
7. Enter any additional comments pertaining to travel for Direct and Indirect Travel (i.e. GOV availability, alternate location information, use of personal time, justification for alternate travel).
8. Traveler may electronically sign (using your LincPass certification) and date the form indicating they agree with the certification statement that all estimated costs are accurate and reimbursement will not exceed the total estimated cost of the direct travel. (If you do not have a LincPass, please print and sign in blue ink.)
9. Approving official may electronically sign (using your LincPass certification) and date the form indicating they agree the direct travel is most advantageous to the government but they are authorizing the indirect travel and the costs will not exceed the dollar amount estimated for direct travel. Direct travel cost will be auto populated in field after the dollar sign. (If you do not have a LincPass, please print and sign in blue ink.)

This form must be uploaded into your authorization found in the Agency's E-Gov Travel Management System along with screenshots of cost estimates used for modes of transportation (5a/6a).