

EMPLOYEE TRAVEL—COMPARISON WORKSHEET

ESTIMATED EXPENSES IF COMMERCIAL
TRANSPORTATION (i.e., airfare, train, etc) WOULD
BE USED FOR TRAVEL

ESTIMATED EXPENSES IF DRIVING

Mileage (to/from airport/train station) \$ _____

Mileage \$ _____

Air or Train Fare
(attach quotation) \$ _____

Lodging/Parking
(attach quotation) \$ _____

Lodging/Parking
(attach quotation) \$ _____

Per Diem \$ _____

Per Diem \$ _____

Other (provide list) \$ _____

Airport Parking \$ _____

Taxi or Shuttle (estimated) \$ _____

Rental Car (if applicable) \$ _____

Other (provide list) \$ _____

TOTAL \$ _____

TOTAL \$ _____

Difference between commercial expenses and driving \$ _____

Comments: _____

ATTACH THIS SHEET WITH TRAVEL VOUCHER AFTER TRIP IS COMPLETED