<div align="center">

TRAVEL COST COMPARISON WORKSHEET
For Instructions see PPM 6410.050

</div>

Traveler_____   **Date Out-of-State Travel Requested**_____

AIRFARE VS. MILEAGE (For business travel to a destination over 400 miles)

AIRFARE:
    -Mileage from official station or domicile to
    the nearest airport(round-trip)*^
        Allowance per mile $\times$ \$0.56 = \$_____ ☐

    -Mileage from destination airport to
    lodging establishment(round-trip)*
        Allowance per mile $\times$ \$0.56 = \$_____ ☐
              Or
        Designated Shuttle/Taxi Fee(round-trip)*   \$_____ ☐

    -Mileage between lodging establishment
    and event(x Number of days)*
        Allowance per mile $\times$ \$0.56 = \$_____ ☐
              Or
        Taxi/Public Transportation Fee*   \$_____ ☐

    -Airport Parking/Tolls   \$_____ ☐

    -Round trip economy airfare from the nearest
    airport to the airport nearest the destination*   \$_____ ☐
            TOTAL AIRFARE (sum of checkeditems)   \$_____

MILEAGE:
    -Round trip mileage*
        Allowance per mile $\times$ \$0.56 = \$_____

    -Mileage between lodging establishment and event* _____
        Allowance per mile $\times$ \$0.56 = \$_____

    -Parking/Tolls (provide original receipts)   \$_____
        TOTAL MILEAGE   \$_____

*Provide backup documentation (Mapquest/Airfare quote) for expense noted and attach with this form.
^Whichever is most economical.

ADDITIONAL INFORMATION: