



## JUSTIFICATION OF MILEAGE VS AIRFARE ON OUT-OF-STATE TRAVEL

DATE: \_\_\_\_\_ Prepared by: \_\_\_\_\_  
Traveler's Name: \_\_\_\_\_

### COST OF MILEAGE:

FROM: Laredo, TX to \_\_\_\_\_  
# of miles: \_\_\_\_\_ mi x 2 (Round trip) = \_\_\_\_\_ Total Mileage  
Total Mileage of \_\_\_\_\_ x mileage rate of \$ \_\_\_\_\_/mile =  
**Total Cost for Mileage** \$ \_\_\_\_\_

### PASSENGERS TRANSPORTED:

Were other TAMIU employees/students transported? \_\_\_\_\_ YES \_\_\_\_\_ NO  
If so, show names of passengers:

\_\_\_\_\_  
\_\_\_\_\_

### COST OF AIRFARE PLUS RELATED EXPENSES:

Average Coach Airfare (Round trip)-Price quotes information as follows-

(Name of Travel Agency or Airline Company) \_\_\_\_\_

(Name of person giving quote) \_\_\_\_\_

(Date of quote) \_\_\_\_\_ (1) Amount quoted \$ \_\_\_\_\_

Parking at Airport: To figure amount consider the following:

(Add number of days of business travel plus one travel day to get to duty point  
and one travel day to return to headquarters.)

(2.) Airport Parking \$ \_\_\_\_\_

Mileage Expense: From \_\_\_\_\_ to nearest Airport:

# of miles \_\_\_\_\_ x mileage rate of \$ \_\_\_\_\_/mile =

(3.) Mileage of \$ \_\_\_\_\_

Add Amounts 1, 2 & 3 = **Total Cost of Airfare Plus Related Expenses** \$ \_\_\_\_\_

### RESULTS:

COMPARISON OF TOTAL COST OF MILEAGE VS COST OF AIRFARE  
PLUS RELATED EXPENSES SHOWS THE FOLLOWING:

\_\_\_\_\_ **CHEAPER TO FLY**          \_\_\_\_\_ **CHEAPER TO DRIVE**

**Note:** Less expensive amount will be used for reimbursement purposes when traveling via private vehicle on  
Out-of-State travel.