

COST COMPARISON - AIR TRAVEL vs. POV TRAVEL
 (Attach this comparison to voucher in case of audit – also for management approval)
 (Fill in all Blue boxes)

EMPLOYEE NAME: _____
 PURPOSE OF TRAVEL: _____

Cost to travel by Air:

Air Fare – Check one: Gov't Rate Non-Gov't Rate _____

GOV Rate \$ 0.200
 POV Rate \$ 0.580
 _____ X Vehical Rate _____

Mileage to and from Airport: _____

Parking (airport and hotel) if applicable _____

Rental Car and Gas (if applicable) _____

Taxi/Metro (if applicable) _____

Daily Per Diem Rate: Lodging _____ Lodging Tax _____ Meals & Misc _____

Departure Date: _____ Lodging /Tax /MI&E _____

TDY Dates: _____ Full Days: _____ Lodging /Tax /MI&E _____

Return Date: _____ MI&E _____

Total days on TDY _____

List other expenses with totals (if applicable): _____

Other Exp. _____

TOTAL COST OF COMMON CARRIER EXPENSES _____

Cost to travel by privately owned vehicle (POV)

POV Mileage (including in and around city):
 \$0.20 if GOV is Available
 \$0.58 POV Rate if GOV is not Available
 \$0.55 Motorcycle Rate if GOV is not Available

Rate (from above): _____ X Milage (Round Trip) _____

Daily Per Diem Rate: Lodging _____ Lodging Tax _____ Meals & Misc _____

Departure Date: _____ Lodging /Tax /MI&E _____

TDY Dates: _____ Full Days: _____ Lodging /Tax /MI&E _____

Return Date: _____ MI&E _____

Rental Car and Gas (if applicable) _____

Taxi/Metro (if applicable) _____

Total days on TDY _____

List other expenses with totals (if applicable): _____

Other Exp. _____

TOTAL COST TO TRAVEL POV _____

Per FTR: 301-72.2 May we utilize methods of transportation other than common carrier?

Yes, but only when use of common carrier transportation:

- a) would interfere with the performance official duties:
- b) would impose an undue hardship upon the traveler; or
- c) when the **Total Cost** by common carrier would exceed the cost of the other method of transportation