



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.