

### Car Drive/Air Cost Comparison Worksheet

**TRAVELER INFORMATION**

Name (Last, First, Middle) \_\_\_\_\_ Employee ID: \_\_\_\_\_ UTRGV Email: \_\_\_\_\_ @utrgv.edu

**TRIP SUMMARY**

Trip Destination: \_\_\_\_\_ Trip Date(s): \_\_\_\_\_ Conference Name (if Applicable): \_\_\_\_\_

Business Purpose and Benefit of Trip: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**COMPARISON DETAILS**

PERSONAL CAR	CAR RENTAL	AIRFARE
<p><b><u>Trip Details</u></b></p> <p>Driving From Location: _____</p> <p>Driving to Location: _____</p>	<p><b><u>Trip Details</u></b> - (Attach a copy of car rental from iTravel+)</p> <p>Car Rental Company: _____</p> <p>Pick Up Location: _____</p> <p>Drop Off Location: _____</p> <p>Car Rental Cost \$ _____</p>	<p><b><u>Trip Details</u></b> - (Attach a copy of airfare from iTravel+)</p> <p><i>Departure Summary</i></p> <p>Departure Airport: _____ Departure Time: _____</p> <p>Arrival Airport: _____ Arrival Time: _____</p> <p><i>Return Summary</i></p> <p>Departure Airport: _____ Departure Time: _____</p> <p>Arrival Airport: _____ Arrival Time: _____</p> <p>Airfare Cost \$ _____</p>
<p><b><u>Mileage</u></b></p> <p>Mileage Cost: \$ _____</p> <p>Calculate using the following formula:            (One Way Total Miles) X (2) X (GSA mileage rate <a href="#">here</a>)</p>	<p><b><u>Mileage</u></b></p> <p>N/A</p>	<p><b><u>Mileage</u></b></p> <p>Mileage to Airport Cost: \$ _____</p> <p>Calculate using the following formula:            (One Way Total Miles) X (2) X (.23 cents per mile)</p>
<p><b><u>Incidentals</u></b></p> <p>Estimated Tolls \$ _____</p> <p>Parking \$ _____</p>	<p><b><u>Incidentals</u></b></p> <p>Estimated Tolls \$ _____</p> <p>Parking \$ _____</p> <p>Fuel Estimate \$ _____</p> <p>Calculate <a href="#">here</a> using 20 mpg and current lowest fuel cost</p>	<p><b><u>Incidentals</u></b></p> <p>Airport Parking \$ _____</p> <p>Airline baggage Fee \$ _____</p> <p>Taxi/Uber/Lyft Transportation: \$ _____</p>
<p><b>Total \$</b></p>	<p><b>Total \$</b></p>	<p><b>Total \$</b></p>