

Airfare vs. Mileage Comparison Form

This form must be attached to the Concur expense report when a traveler opts to drive to their out-of-state business travel location rather than fly. The form compares the cost of paying for airfare and related expenses compared to the cost of mileage and related expenses for business travel. If the cost of mileage and related expenses is in excess of the cost of airfare and related expenses, the difference must be deducted from the traveler's Concur expense report. When calculating the costs, please note the following:

1. The airfare quote should be obtained at the time travel arrangements are made, not after the travel has occurred.
2. Airport parking amount is limited to Long Term Covered rates.
3. Calculation of airport miles:
 - a. If calculating mileage on a normal workday, ensure that the calculation is to/from the traveler's work location to/from the airport.
 - b. If calculating mileage on a day not normally worked, ensure the calculation is to/from the traveler's home location to/from the airport.
4. Public transportation amounts must be verified. Please use for reference the conference brochure or a public transportation rate calculator. This amount cannot be an estimate.
5. Please provide documentation from a mileage calculation tool to reflect miles driven. This amount cannot be an estimate.
6. If the total mileage amount is greater than the total airfare amount, the difference must be deducted from the individual's expense report.

Airfare Amount – Estimated Cost	
Contracted Travel Agency Airfare Quote Amount <small>(Must attach quote to expense report)</small>	
Contracted Travel Agency Fee Amount	
Airport Parking Amount	
Baggage Fee Amount	
Mileage To/From Airport Amount <small>(Miles x current rate)</small>	
Local Transportation Amount <small>(Cost to/from airport to business location)</small>	
Total Airfare Amount	

Mileage Amount – Actual Cost	
Mileage Amount	
Business Location Parking Amount	
Toll Amount	
Total Mileage Amount	

Comparison Amount	
Total Airfare Amount	
Total Mileage Amount	
Difference	