

## EMPLOYEE TRAVEL—COMPARISON WORKSHEET

ESTIMATED EXPENSES IF COMMERCIAL  
TRANSPORATION (i.e., airfare, train, etc) WOULD  
BE USED FOR TRAVEL

ESTIMATED EXPENSES IF DRIVING

Mileage (to/from airport/train station) \$ \_\_\_\_\_

Mileage \$ \_\_\_\_\_

Air or Train Fare  
(attach quotation) \$ \_\_\_\_\_

Lodging/Parking  
(attach quotation) \$ \_\_\_\_\_

Lodging/Parking  
(attach quotation) \$ \_\_\_\_\_

Per Diem \$ \_\_\_\_\_

Per Diem \$ \_\_\_\_\_

Other (provide list) \$ \_\_\_\_\_

Airport Parking \$ \_\_\_\_\_

Taxi or Shuttle (estimated) \$ \_\_\_\_\_

Rental Car (if applicable) \$ \_\_\_\_\_

Other (provide list) \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_ 0.00

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**Difference between commercial expenses and driving** \$ \_\_\_\_\_ 0.00

Comments: \_\_\_\_\_

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**ATTACH THIS SHEET WITH TRAVEL VOUCHER AFTER TRIP IS COMPLETED**

**Clear Form**

**Print**