

# Sam Houston State University

A Member of The Texas State University System

## Cost Comparison Travel Form

Traveler Name: \_\_\_\_\_ Sam ID: \_\_\_\_\_ Requisition Number: \_\_\_\_\_

Destination: \_\_\_\_\_ on SHSU Business to attend \_\_\_\_\_

### 1. Driving Personal Vehicle vs Airfare for Out of State Travel

A traveler will only be reimbursed the lesser of the two options. The cost of flying can include the list of additional necessities, but must include documentation from the airfare provider and shuttle service estimate. The parking rate of \$10/day and baggage rate of \$25/one-way flight is accepted as the average. Expenses for additional driving travel days will not be reimbursed.

Cost of Flying: \_\_\_\_\_ Total Mileage: \_\_\_\_\_ per mile = \_\_\_\_\_

- Airfare Ticket: \_\_\_\_\_
  - Mileage to Airport: \_\_\_\_\_
  - Parking at Airport: \_\_\_\_\_
  - Tolls to Airport: \_\_\_\_\_
  - Shuttle to hotel on arrival: \_\_\_\_\_
  - Baggage Fee: \_\_\_\_\_
- \*If personal vehicle breaks down while driving to travel destination and attendance to business event is missed, the expenses will not be reimbursed.

### 2. Personal Time included while away on Official SHSU Business Travel

A traveler will only be reimbursed the lesser of the two options for the round trip airfare ticket. Must include documentation from the airfare provider. Expenses for personal days will not be reimbursed.

Dates of Official SHSU Business Travel: From \_\_\_\_\_ to \_\_\_\_\_

- Price of Airfare Ticket: \_\_\_\_\_

Dates away from Headquarters (including Personal days): From \_\_\_\_\_ to \_\_\_\_\_

- Price of Airfare Ticket: \_\_\_\_\_

### 3. Drop off/Pick-up vs Parking at Airport

A traveler can be dropped off/picked up at the airport and be reimbursed for two round trip mileage calculations if the cost is less than or equal to one round trip and parking.

Round Trip Mileage to Airport: \_\_\_\_\_ per mile = \_\_\_\_\_

- Round Trip to Airport: \_\_\_\_\_ x 2 = \_\_\_\_\_
- Round Trip to Airport: \_\_\_\_\_ + Parking: \_\_\_\_\_ = \_\_\_\_\_

Submit to Travel Office with Expense Report