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.

   • Airfare Ticket: ___________
   • Baggage Fees: ___________
   • Mileage to/from Airport: __________
   • Airport Parking: ___________
   • Tolls to/from Airport: __________
   • Shuttle Service: ___________
   • Total Cost of Flying: ___________

   • Total Mileage: ______@.54 per mile = ______

   *If personal vehicle breaks down while driving to travel destination and attendance to business event is missed, the expenses will not be reimbursed.

COMMENTS: ___________________________________

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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: _______________

COMMENTS: _______________________________________________________________________

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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: ______@.54 per mile = _______________

   • Round Trip to Airport: ______________x 2 = _______________
   • Round Trip to Airport: ______________ + Parking: ___________ = ______________

Submit to the Administrative Assistant in A202 with all supporting documents.