

TRAVEL COMPARISON WORKSHEET

ACTUAL EXPENSES INCURRED:

Mileage: _____

Airfare: _____

Lodging: _____

Per Diem: _____

Other (provide list): _____

TOTAL:

ESTIMATED EXPENSES IF COMMERCIAL TRANSPORTATION WAS USED FOR BUSINESS TRAVEL ONLY:

Mileage: _____

Air or Train Fare:
(attach quotation) _____

Lodging: _____

Per Diem: _____

Taxi or Shuttle:
(estimated) _____

Rental Car: _____

Other (provide list): _____

TOTAL:

Difference between actual and estimated expenses: