

Travel Comparison Worksheet

Carbondale Campus End User Instructions FORM – Travel Comparison Worksheet

Use: To compare the expenses related to different modes of transportation. The least expensive means of travel will be reimbursed.

Access: Access the form via the E-Forms web site (<http://eforms.siu.edu/index.html>). Adobe Reader 7.0 or higher software must be installed on your computer to allow you to access the form. If you do not have Adobe Reader software, download it from the AIS web page (select Software Downloads, Adobe Reader).

Instructions: Complete the form using the expense information available. Attach any backup documents to substantiate the expenses.

Routing: This form may be submitted electronically via email to aptravel@siu.edu

or

Print, attach to the Travel Expense Voucher it pertains to and mail to:

Procurement Services, MC 6813
ATTN: Travel Section

***** The preferred routing method is electronically via email. *****