



**Brigham Young University  
Supply & Logistics Management Services**

**Airfare Equivalency Worksheet for Travelers Electing to Drive**

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Name of Traveler: \_\_\_\_\_

Depart Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

Origin: \_\_\_\_\_ Destination: \_\_\_\_\_

**Directions:** This form is used when a traveler elects to drive instead of fly on a university trip. The form is completed before travel occurs to allow a university travel agent to provide accurate estimated expenses. The least expensive option is listed on both travel pre-approval and expense report as an airfare equivalency. The form is to be attached along with other receipts from the trip to the expense report.

**PLEASE NOTE:** *Per diem and hotel expenses for transit days may not be reimbursed when the traveler is electing to drive.*

<b>AIRFARE EQUIVALENCY CALCULATION:</b>	
Cost of Airline Ticket as quoted by a travel agent:	\$ _____
SLC Airport Mileage: _____ miles x \$0.575/mile	+\$ _____
SLC Airport Parking: _____ days x \$9/day	+\$ _____
Destination city ground transportation: Allowance of \$40 or car rental equivalency of \$35/day (Car rental equivalency only used with a valid business purpose)	+\$ _____
<b>Total Airfare Equivalency:</b>	= \$ _____

<b>ACTUAL MILEAGE REIMBURSEMENT</b>	
<b>CALCULATION:</b> Round trip miles: _____ x \$0.575/mile	\$ _____
Round trip miles can be calculated on using a mapping app such as Google Maps	

<b>Travel Reimbursement allotted: (Lowest of the two options)</b>	\$ _____
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