



**Brigham Young University  
Travel Management Services**

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

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

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

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

**Directions:** Fill out both of the following travel options to determine which is the least expensive. List the least expensive option on your travel plan and expense report as the airfare equivalency.

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

**AIRFARE EQUIVALENCY CALCULATION:**

Cost of Airline Ticket as quoted by a travel agent:	\$ _____
SLC Airport Mileage (_____ miles x \$ .535):	+\$ _____
Airport Parking (_____ days x \$7/day):	+\$ _____
Destination city ground transportation:	
Allowance of \$40 or car rental of \$35/day	+\$ _____
(Car rental need must be approved by the department)	
<b>Total Airfare Equivalency:</b>	= \$ _____

**ACTUAL MILEAGE REIMBURSEMENT CALCULATION:**

Round trip miles: \_\_\_\_\_ miles  
Multiplied by \$.535/mile: \$ \_\_\_\_\_

Round trip miles can be calculated at a map website such as [www.mapquest.com](http://www.mapquest.com)

**Travel Reimbursement allotted:** \$ \_\_\_\_\_  
**(Lowest of the two options)**