



**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)	
Total Airfare Equivalency:	= \$ _____

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

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