

**TARLETON STATE UNIVERSITY
WORKSHEET FOR OUT OF STATE TRAVEL
MILEAGE VS AIRFARE**

Date: _____ Department: _____

Name of Traveler: _____

TOTAL MILEAGE EXPENSE

Stephenville to _____
(city/state of duty point)

_____ miles roundtrip @ \$.55 per mile = _____

>*Total cost for mileage:* \$ _____

COST OF AIRFARE RELATED EXPENSES

Airfare

Economy, round-trip, airfare – price quote information below.

Name of person or travel agency: _____

Date of quote: _____

Amount of airfare: _____

Mileage

Total mileage to and from headquarters to airport _____ X \$.55 per mile = _____

Total mileage to and from airport to duty point _____ X \$.55 per mile = _____

Parking at airport

Approximately \$7 per day X _____ days = \$ _____

>*Total cost of airfare and related expense:* \$ _____

PASSENGERS TRANSPORTED

Were TSU employees/students transported (circle one) YES / NO

If so, show names of passengers:

DETERMINATION OF WORKSHEET

_____ CHEAPER TO FLY

_____ CHEAPER TO DRIVE

Attach support documents and submit with travel voucher