

**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 @\$ .57 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\$.57 per mile= \_\_\_\_\_

Total mileage to and from airport to duty point \_\_\_\_\_ X\$.57 per mile= \_\_\_\_\_

**Parking at airport**

Approximately \$10 per day X \_\_\_\_\_ days = \$ \_\_\_\_\_

➤ **Total cost of airfare and related expenses: \$** \_\_\_\_\_

**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 expense report)*