

**TRAVEL COMPARISON MATRIX
DS 2164b (8/2010)**

APPENDIX I

Trip: _____

Dates: _____

AIR TRAVEL COST

- | | | | | | | | | | |
|----|----------------------------|------------------|---|-------------------------|---|--------------------|---|-------------------------------|----------|
| 1. | Miles from home to airport | _____ | X | _____ | X | _____ | = | \$ _____ | |
| | | One-way
Miles | | Mileage Rate
Claimed | | Number of
Trips | | | |
| 2. | Roundtrip Air Fare | \$ _____ | | | | | | (Rates from current contract) | |
| 3. | Airport Parking | \$ _____ | | | | | | | |
| 4. | Car Rental | \$ _____ | | | | | | | |
| 5. | Gasoline | \$ _____ | | | | | | | |
| 6. | Meals | \$ _____ | | | | | | | |
| | | | | | | | | Total Travel Costs | \$ _____ |

DRIVING COSTS

- | | | | | | | | | | |
|----|--|------------------|---|-------------------------|---|--------------------|---|----------------------------|----------|
| 1. | Roundtrip distance from your home to destination | _____ | X | _____ | X | _____ | = | \$ _____ | |
| | | One-way
Miles | | Mileage Rate
Claimed | | Number of
Trips | | | |
| 2. | Meals | \$ _____ | | | | | | | |
| | | | | | | | | Total Driving Costs | \$ _____ |

Will someone else be traveling with you in your vehicle?

Name(s): _____

Per DPA Rule Section 599.626.1: Reimbursement will be made only for the method of transportation which is in the best interest of the State. An employee may use a more expensive form of transportation and be reimbursed at the amount required for the least expensive mode of travel that is in the best interest of the State. A cost comparison shall be completed and attached to the claim. Cost comparisons shall include only the least costly methods of transport for those expenses actually being substituted, and shall include only the expenses of traveling from one location to another. Transportation expense at the travel work location will be reimbursed based on the actual business transportation expenses incurred while at the travel location. Attach this form to the TEC.

 Supervisor Signature