

## TRAVEL METHOD COMPARISON WORKSHEET

Business travel policies are aligned with state & federal reimbursement rules. Travelers are responsible for understanding the rules and regulations associated with official travel paid for with UADA funds and must comply with expenditure policies as indicated at [UADA 380.1](#). Questions regarding travel policies should be directed to our accounts payable team at [accountspayable@uada.edu](mailto:accountspayable@uada.edu).



- The travel method comparison must be completed **BEFORE** travel and documented as part of the authorization to travel.
- The fully completed travel method comparison must be attached to any Workday spend authorization **AND** Workday expense report submitted for reimbursement of this trip.
- Completion of this form is not a guarantee of reimbursement. A final allowability determination will be made at the time the expense report is submitted for reimbursement.

### A. TRAVEL INFORMATION

<b>Traveler Name</b>	<b>Official Station</b>

<b>Trip Destination</b>	
-------------------------	--

### B. COMPARISON

	Departure Date	Return Date	# of Days
Travel Dates			
Event Dates			

#### INDIVIDUAL FLYING COST ESTIMATES

Cost Description	Rate or Days	Direct Cost, Miles or Fee	Total Estimated Cost	Justification/Description/Explanation
<i>Attach Print Out - Documented Reasonable Airfare (Search 2 Weeks in Advance)</i>				
<i>Baggage Fee (Set at \$50)</i>				
<i>Taxi/Ground Transportation (Set at \$50)</i>				
<i>Most Economical Long Term Daily Airport Parking</i>				
<i>Personal Vehicle (Official Station to/from Nearest Airport)</i>				
<b>TOTAL ESTIMATED COST TO <u>FLY</u></b>				

#### INDIVIDUAL DRIVING COST ESTIMATES

Cost Description	Rate	Miles	Total Estimated Cost	Justification/Description/Explanation
<i>ATTACH PRINT OUT - Enter the "Exact" round-trip mileage</i>				
<b>TOTAL ESTIMATED COST TO <u>DRIVE</u></b>				

#### Exception, Justification and Details

(Example: Multiple persons traveling together, hauling necessary equipment, document saving, etc.)