



**Brigham Young University
Purchasing & Travel**

Airfare Equivalency Worksheet for Travelers Electing to Drive

Name of Traveler: _____

Depart Date: _____ Return Date: _____

Origin: _____ Destination: _____

Directions: This form is used when a traveler elects to drive instead of fly on a university trip. The form is completed before travel occurs to allow a university travel agent to provide accurate estimated expenses. The least expensive option is listed on both travel plan and expense report as an airfare equivalency. The form is to be attached along with other receipts from the trip to the expense report.

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 \$0.545/mile	+\$ _____
SLC Airport Parking: _____ days x \$9/day	+\$ _____
Destination city ground transportation:	
Allowance of \$40 or car rental equivalency of \$35/day	+\$ _____
(Car rental equivalency only used with a valid business purpose)	
Total Airfare Equivalency:	= \$ _____

ACTUAL MILEAGE REIMBURSEMENT CALCULATION:

Round trip miles: _____ x \$0.545/mile \$ _____

Round trip miles can be calculated on using a mapping app such as Google Maps

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