

Sam Houston State University

A Member of the Texas State University System

Cost Comparison Travel Form

Traveler Name: _____ Sam ID: _____ Pre-Approval Number: _____

Destination: _____ on SHSU Business to attend _____

1. Driving Personal Vehicle vs Airfare for Out of State Travel

A traveler will only be reimbursed the lesser of the two options. The cost of flying can include the list of additional necessities, but **must** include documentation from the airfare provider and transportation estimate. The accepted averages are listed below for parking and baggage. Expenses for additional driving days will not be reimbursed.

Cost of Flying:

Total Mileage: _____ per mile= _____

- Airfare Ticket: \$ _____
- Mileage to Airport: \$ _____
- Parking at Airport: \$ _____
- Tolls to Airport: \$ _____
- Transportation: \$ _____
- Baggage Fee: \$ _____

*If personal vehicle breaks down while driving to travel destination and attendance to business event is missed, the expenses will not be reimbursed.

*Documentation on airfare, mileage, and transportation must be attached.

2. Personal Time included while away on Official SHSU Business Travel

A traveler will only be reimbursed the lesser of the two options for the round trip airfare ticket. Documentation **MUST** be included from the airfare provider. Expenses for personal days **will not** be reimbursed.

Dates of Official SHSU Business Travel: From _____ to _____

- Price of Airfare Ticket: \$ _____

Dates away from Headquarters (Including Personal Days): _____ to _____

- Price of Airfare Ticket: \$ _____

This should be done **before** travel begins and at the time of booking airfare.

Attach Cost Comparison and all documentation to your Expense Report.