**NMSU TRAVEL OFFICE**

**AIRFARE EQUIVALENCY WORKSHEET FOR TRAVELERS ELECTING TO DRIVE**

Traveler: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates of Travel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Origin/Destination: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Direction: Fill out both traveling options below. List the least expensive option under Itemized Statement of Other Expenses on the Reimbursement Voucher.

Please include this sheet with your reimbursement voucher.

**Airfare Equivalency Calculations:**

Cost of Airline Ticket as quoted: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expedia or similar site-Attach Quote

(Minimum 2 weeks advance purchase)

Mileage to airport (2 round trips allowed): $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Destination city ground transportation: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(attach quote)

 Total Airfare Equivalency $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Actual Mileage Reimbursement Calculation**

Round Trip Miles: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_miles

(Odometer or website such as Mapquest)

Multiplied by current mileage rate $\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Meal Per Diem (En route): $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Above allowed travel time of day before and

after the event)

Lodging (En route): $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_

 Total Mileage Calculation $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Amount Allowed**

**(lowest of two options)** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_