

Airfare vs. Mileage Comparison Form

This form must be completed and attached to the Travel Request and the Travel Expense Report when a traveler opts to drive to a business destination outside the state of Kansas that is more than 400 miles away from the work location or domicile, whichever is less. The form compares the cost of paying airfare and related expenses to the cost of mileage and related expenses for business travel. ***If the cost of the mileage exceeds the cost of the airfare, the difference must be deducted from the traveler's expense report as a mileage reduction.*** When calculating the costs, please note the following:

1. The airfare quote should be obtained before making travel arrangements and reflect the most economical rate to meet the business needs of the traveler.
2. Airport parking amount is limited to long-term/economy parking rates.
3. Calculation of Mileage (see [PPM 6410](#)):
 - a. If the business departure/arrival day is a normal workday, mileage should be calculated from the traveler's work location or domicile, whichever is less. If it is not a day normally worked, the mileage may be from the domicile, even if the domicile is greater than the work location.
 - b. All mileage being claimed should be calculated with the expense management tool or Google Maps.
 - c. The mileage amount is calculated by taking the number of miles entered times the current allowable rate, **/mile**.
4. Local Transportation amounts must be verified using a transportation rate calculator.

Traveler Name:

Airfare Amount – Estimated Cost for Business Date of Travel		
Description	Miles	Amount
Airfare Quote Amount <i>(must attach quote)</i>		
Airport Parking/Tolls Amount		
Baggage Fee Amount		
Distance To/From Departure Airport Amount		
Local Transportation Amount <i>(cost to/from airport to business destination)</i>		
TOTAL AIRFARE AMOUNT		

Mileage Amount		
Description	Miles	Amount
Total Number of Miles		
Business Location Parking Amount		
Toll Amount		
TOTAL MILEAGE AMOUNT		

Comparison Amount	
Description	Amount
Total Airfare Amount	
Total Mileage Amount	
DIFFERENCE <i>(include mileage reduction on report if result is negative)</i>	

This form is not all-inclusive and additional expenses may be added as needed.