



BRIGHAM YOUNG UNIVERSITY

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. This form should be completed before travel occurs. Please contact a university travel agent to obtain an airfare price quote. The least expensive option is listed on both the spend authorization and expense report using the miscellaneous expense type and noting that it is an airfare equivalency. This form and the airline ticket quote should 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 exceed what would have been needed if the traveler would have flown to destination instead of electing to drive.

AIRFARE EQUIVALENCY CALCULATION:

Airline Ticket Price Quote by university travel agent: \$ _____
SLC Airport Mileage: _____ miles x \$0.725/mile +\$ _____
SLC Airport Parking: _____ days x \$12/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 \$0.725/mile \$ _____

Round trip miles can be calculated using a map app such as Google Maps.

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