



**Brigham Young University  
Purchasing & Travel**

**Airfare Equivalency Worksheet for Travelers Electing to Drive**

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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 pre-approval 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.*

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| <b>AIRFARE EQUIVALENCY CALCULATION:</b>  |            |
| Cost of Airline Ticket as quoted by a travel agent: SLC  | \$ _____   |
| Airport Mileage: _____ miles x \$0.56/mile   | +\$ _____  |
| SLC Airport Parking: _____ days x \$9/day  | +\$ _____  |
| Destination city ground transportation:<br>Allowance of \$40 or car rental equivalency of \$35/day<br>(Car rental equivalency only used with a valid business purpose) | +\$ _____  |
| <b>Total Airfare Equivalency:</b>  | = \$ _____ |

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| <b>ACTUAL MILEAGE REIMBURSEMENT</b>   |          |
| <b>CALCULATION:</b> Round trip miles: _____ x \$0.56/mile                     | \$ _____ |
| Round trip miles can be calculated on using a mapping app such as Google Maps |          |

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| <b>Travel Reimbursement allotted:<br/>(Lowest of the two options)</b> | \$ _____ |
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