

## Airfare vs. Mileage Comparison Form

This form was developed as a tool to help a traveler to determine the most cost-effective method of travel when wishing to use a personal vehicle instead of flying. UW policy states that the UW will not incur any additional expenses due to personal choice when a traveler opts to drive to their out-of-state business travel location rather than to fly. The form allows travel coordinators and employees to compare the cost of airfare to the cost of allowable elements of personal vehicle usage. The amount reimbursable will be the lessor of the cost of airfare or the allowable expenses related to personal vehicle usage. Amounts in excess to use a personal vehicle will be deducted from the traveler's e-Reimbursement expense report.

### Allowable elements of calculation for using a personal vehicle:

- Mileage (be sure to follow allowable mileage calculations and documentation)
- Tolls
- If public transportation is not available at destination, then a Vehicle Rental may be used for the comparison.

### Unallowable Expenses if using a personal vehicle:

- Hotel for multi day travel time to/from destination.
- Meals to/from destination.

### When calculating comparison, please note:

1. An individual's personal auto liability insurance is primary. The State of Wisconsin provides zero property/collision coverage for personal vehicles.
2. The airfare quote must follow all UW policies and be obtained through **Concur** or **Travel, Inc.** and screenshots of that airfare travel cost must be obtained at the time travel is being approved and planned, not after the fact.
3. Employee must be an authorized driver, prior to travel, in the State of WI Enterprise Fleet Management System.

### Related Policies

[UW-3015 University Travel](#)

[UW-3016 Air Travel](#)

[UW-3019 Vehicle Use/Rental](#)

[UW-3020 Long-Distance Ground and Local Transportation](#)

[UW-3024 Expense Reimbursement](#)

### DOCUMENTATION TO SAVE AND ATTACH IF APPLICABLE

<input type="checkbox"/> Airfare quote from Concur/Travel Inc. Airfare Quote (showing departure and arrival dates/times)	<input type="checkbox"/> Baggage Costs (as identified from Concur/Travel. Inc.)
<input type="checkbox"/> Airport Parking Rate documentation	<input type="checkbox"/> Mileage – Google Maps/Mapquest (include mileage maps for any and all mileage being claimed)
<input type="checkbox"/> Destination Local Transportation (rate calculator for local transport cost)	<input type="checkbox"/> Conference/Event/Hotel Location Parking (Provide documentation from the respective facilities.)
<input type="checkbox"/> Tolls (include a calculator identifying all tolls)	

<b>Airfare Amount – Estimated Cost</b>	
<b>1.</b> Contracted Travel Agency Airfare Quote Amount	
Contracted Travel Agency Fee Amount	
Baggage Fee Amount Round Trip (\$_____/bag x 2)	
<b>2.</b> Airport Parking (if applicable) (# Days _____ x daily rate _____) (must provide documentation from local parking facility)	
<b>3.</b> Mileage To/From Madison Area Airport Amount (_____ Miles Round Trip x UW Personal Vehicle Mileage Rate \$0.____)	
<b>4.</b> Destination Local Transportation Amount (select one) <input type="checkbox"/> <b>Taxi/Uber/Lyft/Train Cost</b> (Cost To/From Airport to Conference/Event Location) Estimate of public transportation with documentation (usually obtained from conference brochure or a public transportation rate calculator.) <input type="checkbox"/> <b>Vehicle Rental</b> (If public transportation is not available.) \$ _____	
<b>5.</b> Conference/Event Location Parking Amount (# days _____ x daily rate \$ _____)	
<b>Total Airfare Amount</b>	

<b>Personal Vehicle Mileage Amount – Actual Cost</b>	
<b>6.</b> <a href="#">Personal Vehicle Mileage</a> Amount Round Trip (_____ Miles Round Trip x UW Personal Vehicle Mileage Rate \$0.____)	
Toll Amount Round Trip (if/when applicable)	
<a href="#">Conference/Event Location Parking</a> Amount(# days _____ x daily rate _____) (# days _____ x daily rate _____)	
<b>Total Mileage Amount</b>	

<b>Comparison Amount</b>	
Total Airfare Amount	
Total Mileage Amount	
<b>7. Difference</b>	

**Traveler should attach this completed document with their expense report, along with applicable supporting documentation identified on page one, to expedite the approval process.**