CAL STATE LA ONE-STOP FINANCIAL SERVICES

TRAVEL COST COMPARISON

Traveler's Information	
NAME OF TRAVELER	*DATE(S) OF TRAVEL*
DESTINATION	*DATE(S) OF CONFERENCE OR EVENT*

REASON

- ☐ Indirect route or interrupted travel for other than University business
- ☐ Using surface transportation when air travel is more appropriate, or vice versa
- ☐ Travel extended to save costs
- ☐ Prefer higher class of travel

ESTIMATED COSTS	STANDARD ROUTE/MODE/CLASS	ALTERNATE ROUTE/MODE/CLASS
Cost of airfare, train fare, etc. Taxi, shuttle,		
etc.		
Rental vehicle		
Lodging		
Mileage (miles multiplied by current mileage rate)		
Meals		
Parking, tolls, etc.		
Other:		
Total Estimate:	$ 0.00	$ 0.00

INSTRUCTIONS:

Attach backup documentation to support all costs provided in the chart above.

*Attach this form to **Travel Requests** for the following circumstances:*

- *Using surface transportation when air travel is more appropriate, or vice versa (reimbursement limited to the lower cost)*
- *When higher class of travel is preferred (traveler must pay incremental cost)*
- *Travel extended to save costs*

*Attach this form to **Travel Claims** for the following circumstances:*

- *Indirect route or interrupted travel (reimbursement limited to the lower cost)*