

AIRFARE VS. MILEAGE COST COMPARISON SHEET

AIRFARE (if had flown)

Contracted Travel Agent Quote _____

OKC/Tulsa airport parking _____

OKC/Tulsa miles to/from airport (mi x rate = \$) _____

Shuttle/taxi/miles (mi x rate = \$) to/from airport/hotel _____

TOTAL \$ _____

MILES DRIVEN (actually incurred by driving)

Actual Miles Driven (mi x rate = \$) _____

Hotel parking _____

Tolls _____

TOTAL _____

****Notes****

AIRFARE

Quote should be obtained at time flight arrangements are made.

Parking in OKC is limited to the allowed Long Term covered rate. See policy.

OKC miles to/from airport – wkdy is 15 miles, wkend can be claimed from home.

Tulsa miles to/from airport – wkdy is 10 miles, wkend can be claimed from home.

Shuttle/taxi – \$ amt needs to come from conf brochure – cannot be an estimate.

MILEAGE

Mileage will need to be printed from mapquest to verify.