



AIRFARE VS. MILEAGE COMPARISON

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This form should be used when comparing the cost of paying for airfare and related expenses compared to the cost of mileage and related expenses for business travel. When calculating the costs, please note the following:

1. The airfare quote should be obtained at the time travel arrangements are made, not after the travel has occurred.
2. Airport parking amount is limited to Long Term Covered rates.
3. Calculation of airport miles:
 - a. OKC miles to/from airport during the weekday is a maximum of 15 miles.
 - b. OKC miles to /from airport during a weekend can be claimed from home location.
 - c. Tulsa miles to/from airport during the weekday is a maximum of 10 miles.
 - d. Tulsa miles to /from airport during a weekend can be claimed from home location.
4. Public transportation amounts must be verified. Please use for reference the conference brochure or a public transportation rate calculator. This amount cannot be an estimate.
5. Please provide documentation from a mileage calculation tool to reflect miles driven. This amount cannot be an estimate.
6. If the total mileage amount is greater than the total airfare amount, the difference must be deducted from the individual's travel claim.

Airfare Amount - Estimated Cost

Contracted travel agency quote amount:

Airport parking amount:

Baggage amount:

Miles to/from airport amount:
(Miles x current rate)

Public transportation to/from business
location/airport amount:
(Miles x current rate)

TOTAL AIRFARE AMOUNT:

Mileage Amount - Actual Expenses Incurred

Miles driven amount:
(Miles x current rate)

Business location parking amount:

Toll amount:

TOTAL MILEAGE AMOUNT:

Comparison Amount

Total Airfare Amount:

Total Mileage Amount:

Adjustment on Travel Claim:
(Only if a negative amount)