

COST EFFECTIVE TRANSPORTATION FORM

Name \_\_\_\_\_ ADP# \_\_\_\_\_

Travel Dates \_\_\_\_\_ Travel Location \_\_\_\_\_

**Personal Vehicle**

Total # of miles \_\_\_\_\_ @ \$.555 per mile = Total Cost \_\_\_\_\_

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**Fleet Vehicle**

Is Fleet Vehicle available? Yes or No

Contact name \_\_\_\_\_ Date \_\_\_\_\_

If yes, total estimated cost of fleet vehicle \$ \_\_\_\_\_

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**Rental Car**

Total estimated cost of rental car \$ \_\_\_\_\_ Car Size \_\_\_\_\_

[Rental car cost comparison tool](#)

Economy, compact and mid-size (intermediate) car are authorized

Written justification approved by Department Manager required for use of any other size.

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**Airfare (to be completed for out-of-state travel only)**

The following should be considered if savings results in more than \$200:

- Departing two hours before/after preferred flight time
- Connecting flight versus non-stop
- Alternate airports within 60 miles of departing or destination location

Airfare #1: Airline \_\_\_\_\_ Cost \$ \_\_\_\_\_

Airfare #2: Airline \_\_\_\_\_ Cost \$ \_\_\_\_\_

Airfare #3: Airline \_\_\_\_\_ Cost \$ \_\_\_\_\_

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**\*\*If selected transportation method is not the least expensive option, justification is required below.**

Comments/Justification: \_\_\_\_\_

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I attest that these transportation cost estimates are valid and accurate and were obtained by me for the purpose of acquiring the most cost-effective method of transportation for the travel.

Traveler Signature \_\_\_\_\_ Date \_\_\_\_\_

Dept Manager Approval \_\_\_\_\_ Date \_\_\_\_\_