

COST EFFECTIVE TRANSPORTATION FORM

Name _____ ADP# _____

Travel Dates _____ Travel Location _____

Personal Vehicle

Total # of miles _____ @ \$.545 per mile = Total Cost _____

Fleet Vehicle

Is Fleet Vehicle available? Yes or No

Contact name _____ Date _____

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

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.

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 \$ _____

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

Comments/Justification: _____

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** _____