



## TASFAA Event Travel Worksheet

*Pursuant to Transportation Policy (6.4.1.2) - Must be completed 45 days prior to travel*

### Traveler Information:

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Committee: \_\_\_\_\_ Phone: \_\_\_\_\_

### Purpose of Travel:

Destination: \_\_\_\_\_ Dates: From \_\_\_\_\_ To \_\_\_\_\_

Distance (round trip): \_\_\_\_\_

### Cost Comparison (*Attach documentation*):

**Note:** Reimbursement for transportation that is not the most economical means requires prior written approval from the TASFAA President.

#### Estimated Airfare and Related Costs:

Coach/Economy Airfare: \_\_\_\_\_

Checked Bag Fee (1): \_\_\_\_\_

Mileage (to/from airport) @ .725/mile: \_\_\_\_\_

Airport Parking: \_\_\_\_\_

Ground Transportation: \_\_\_\_\_

**Total Estimated Air Travel Cost:** \_\_\_\_\_

#### Estimated Rental Vehicle Cost:

Base Rental Rate (Compact/Mid-Size): \_\_\_\_\_

Collision Damage Waiver (CDW) and Liability Insurance: \_\_\_\_\_

Fuel Cost: \_\_\_\_\_

Tolls and Parking Fees: \_\_\_\_\_

**Total Estimated Rental Vehicle Cost:** \_\_\_\_\_

#### Estimated Personal Vehicle Cost:

Mileage (Round Trip) @ .725/mile: \_\_\_\_\_

Tolls and Parking Fees: \_\_\_\_\_

**Total Estimated Personal Vehicle Cost:** \_\_\_\_\_