



Michigan State University  
Travel Office/Voucher Processing

Airfare Equivalency Worksheet for Travelers Electing to Drive

Name of Traveler: \_\_\_\_\_

Travel Dates: \_\_\_\_\_

Origin/Destination: \_\_\_\_\_

**Directions:** Fill out both of the following travel options to determine which is the least expensive. List the least expensive option in Section C of your Travel Voucher. Please include this sheet with your Travel Voucher.

**PLEASE NOTE:** A business reason for driving is required.

AIRFARE EQUIVALENCY CALCULATION:	
Cost of Airline Ticket as quoted by a Preferred Travel Agency: (minimum 2 week advance purchase)	\$ _____
Preferred Travel Agency Service Fee:	+\$ _____
LAN Airport Mileage (20 miles x \$.____):	+\$ _____
Airport Parking (____ days x \$8.50/day):	+\$ _____
Destination city ground transportation:	+\$ _____
Baggage Fees:	+\$ _____
<b>Total Airfare Equivalency:</b>	<b>=\$ _____</b>

ACTUAL MILEAGE REIMBURSEMENT CALCULATION:	
Round Trip Miles:	_____ Miles
(Round trip miles can be calculated at a map website such as <a href="http://www.mapquest.com">www.mapquest.com</a> .)	
Multiplied by applicable MSU mileage rate \$.____ cents.	\$ _____
Meal Per Diem (En Route):	+\$ _____
Lodging (En Route):	+\$ _____
Parking at Destination:	+\$ _____
Tolls: +\$	_____
<b>Total Mileage Calculation:</b>	<b>=\$ _____</b>

<b>Travel Reimbursement Allotted:</b>	\$ _____
(Lowest of the two options)	