



This comparison tool should be used to calculate cost of utilizing private vehicle in comparison to public transportation. Form should be incorporated into travel claim packet when submitted to Accounts Payable for reimbursement processing.

**TRIP INFORMATION**

Employee's Name: \_\_\_\_\_ Campus ZIP: \_\_\_\_\_  
 Trip Begin Date: \_\_\_\_\_ Trip End Date: \_\_\_\_\_  
 Destination: \_\_\_\_\_

**COST INFORMATION**

Please complete the use of public transportation as if you had flown to your destination. Include all types of expenses including personal car mileage to the airport and airport parking fees.

| Section A: Driving Private Vehicle   |                 | Section B: Use of Public Transportation                                    |                 |
|--|-----------------|--|-----------------|
| Expense Item   | Cost            | Expense Item   | Cost            |
| 1. Cost of Mileage driven, roundtrip<br><i>(miles x .575)</i>              | \$ _____        | 1. Cost of Mileage driven, roundtrip<br><i>(miles x .575)</i>              | \$ _____        |
| 2. Cost of Lodging, Meals, etc.<br><i>(while traveling to destination)</i> | \$ _____        | 2. Cost of Transportation<br><i>(airfare, car rental, train fare, etc)</i> | \$ _____        |
| 3. Cost of Parking, Tolls, etc.  | \$ _____        | 3. Cost of Bus/Shuttle/Taxi  | \$ _____        |
| 4. Other (specify: _____ )   | \$ _____        | 4. Cost of Parking   | \$ _____        |
|  |                 | 5. Other (specify: _____ )   | \$ _____        |
| <b>Total Estimated Cost</b>  | <b>\$ _____</b> | <b>Total Estimated Cost</b>  | <b>\$ _____</b> |

**CERTIFICATION**

I certify that I have elected to drive my private vehicle instead of utilizing a public/commercial method of transportation. I understand that California State University Travel Procedures & Regulations limits my reimbursement for transportation expenses to the lesser of the two methods. This cost comparison must be attached to the Travel Expense Claim form.

Traveler: \_\_\_\_\_  
 SIGNATURE PRINT NAME DATE