

EMPLOYEE TRAVEL - COMPARISON WORKSHEET

ACTUAL EXPENSES INCURRED

Mileage	\$	_____
Airfare	\$	_____
Lodging	\$	_____
Per Diem	\$	_____
Other (<i>provide list</i>)	\$	_____
Total	\$	_____

ESTIMATED EXPENSES IF COMMERCIAL TRANSPORTATION WAS USED FOR BUSINESS TRAVEL ONLY

Mileage	\$	_____
Air or Train Fare (<i>attach quotation</i>)	\$	_____
Lodging	\$	_____
Per Diem	\$	_____
Taxi or Shuttle (<i>estimated</i>)	\$	_____
Rental Car	\$	_____
Other (<i>provide list</i>)	\$	_____
Total	\$	_____

Difference between actual and estimated expenses \$ _____