

**COST EFFECTIVE TRANSPORTATION FORM**

Name \_\_\_\_\_ ADP# \_\_\_\_\_

Travel Dates \_\_\_\_\_ Travel Location \_\_\_\_\_

**Personal Vehicle**

Total # of miles \_\_\_\_\_ @ \$.5350 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 \_\_\_\_\_