



Airfare Equivalency Worksheet

ROUTING AP, MSC 3AP Phone 646-1189 Fax 646-1077
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Optional Airfare Equivalency Worksheet for Travelers electing to Drive

1. This form is to be included as part of the backup to a reimbursement voucher when employee elected to drive instead of flying to business travel destination. After completing this form with all receipts attach to a reimbursement voucher.
2. Section 1: Fill in all requestor information.
3. Section 2: Fill out both traveling options below. List the least expensive option under itemized statement of other expenses on the reimbursement voucher.
4. Section 3: Fill in the amount allowed (lowest of two options).
5. Section 4: Add business travel purpose.
6. Section 5: Requestor approval
 - a. The payee signature certifies the statement above this section.



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Direction: Fill out both traveling options below. List the least expensive option under Itemized Statement of Other Expenses on the Reimbursement Voucher.

Please include this sheet with your Reimbursement Voucher.

SECTION 1: REQUESTOR INFORMATION

Traveler: _____ Dates of Travel: _____

Origin/Destination: _____

SECTION 2: REQUEST DETAILS

Airfare Equivalency Calculations:

Cost of Airline Ticket as quoted:
Expedia or similar site-Attach Quote
(Minimum 2 weeks advance purchase)
(quote should be obtained when trip is
being planned if possible) \$ _____

Mileage to airport (2 round trips allowed)
OR Airport parking (duration of trip) & trip
to airport \$ _____

Destination city ground transportation:
(Expedia or similar site - Attach quote) \$ _____

Total Airfare Equivalency \$ _____

Actual Mileage Reimbursement Calculation

Round Trip Miles:
(Odometer or website such as Mapquest) _____ miles

Multiplied by current mileage rate \$ _____ \$ _____

Total Mileage Calculation \$ _____

**Amount Allowed
(lowest of two options)** \$ _____

Business Travel Purpose (BPM 5C.30.90 Driving Versus Flying)

SECTION 3: REQUESTOR APPROVAL CERTIFICATION

I certify that this claim is true, correct, just, and that the payment therefore has not been received from NMSU or any other source.

Employee Printed Name: _____ Signature: _____ Date: _____