

*Cost Comparison Document*

## COST COMPARISON SHEET FOR POV VERSUS COMMON CARRIER

Since it is usually cheaper to use common carrier (air, rail, or bus) as the main mode of transportation on official business, a cost comparison must be computed when an employee elects to drive their privately-owned vehicle (POV) instead of use common carrier transportation. The Government will reimburse the lessor of the two comparisons. The following elements must be compared:

**I. Common Carrier:** You must first establish what it would have cost you if you had flown. Call your servicing Travel Management Center for a quote on air fare.

Airfare	\$ _____
Round trip taxi fare & tip ( <b>do not</b> use POV costs)	\$ _____
Shuttle/Taxi to and from hotel	\$ _____
Per diem (for the entire trip)	\$ _____
Excess baggage (extra Government baggage)	\$ _____

**You cannot include the cost of local transportation at the TDY site.**

\$ \_\_\_\_\_ **I. TOTAL**

**II. Privately-owned Vehicle:** You record what you actually spent.

Mileage (number of miles X POV mileage rate)	\$ _____
(round trip mileage from ODS to TDY and return)	\$ _____
Tolls, bridge, ferry, road, tunnel	\$ _____
Parking (hotel)	\$ _____
Per diem (including stops)	\$ _____

**You cannot include the cost of local transportation at the TDY site.**

\$ \_\_\_\_\_ **II. TOTAL**

You are entitled to claim the lessor of the two comparisons on your travel voucher.