

## COST COMPARISON WORKSHEET FOR POV VERSUS COMMON CARRIER

Since it is usually cheaper to travel by common carrier (air) as the main mode of transportation for official government business, a cost comparison must be computed whenever an employee elects to drive their privately-owned vehicle (POV) instead. Once the comparison is completed, the cheaper mode is specifically authorized on the travel authorization (TA) and the employee is reimbursed based on the mode specifically authorized. For example, if air is less expensive, air is authorized on the TA. If the employee chooses to drive his POV, upon his return, he will submit a travel voucher based on the cost of flying.

The following elements must be compared:

- I. Common Carrier (air travel).** You must first establish what it would have cost you if you had flown to your TDY. Call your servicing Travel Management Service provider for a quote on what the government airfare would cost. Airfare must be based on lowest city pair fare if available. If not, it must be based on the lowest non-refundable fare.

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|--|----------|
| a. Air fare + transaction fee  | \$ _____ |
| b. Round trip taxi fare & tip unless POV & parking is less expensive | \$ _____ |
| c. Shuttle/taxi to and from hotel                                    | \$ _____ |
| d. Per diem (for the entire trip)                                    | \$ _____ |
| e. Baggage fees (usually based on 1 baggage fee)                     | \$ _____ |
| f. Excess baggage (transport government equipment)                   | \$ _____ |

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

\$ \_\_\_\_\_ **I.Total**

- II. Privately-Owned Vehicle (POV).** If GOV is available, you must use the reduced mileage rate.

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|---|----------|
| a. Mileage (number of miles X POV mileage rate)   | \$ _____ |
| b. Tolls, bridge, ferry, road, tunnel   | \$ _____ |
| c. Parking (hotel)  | \$ _____ |
| d. Per diem (for entire trip). In order to determine the number of days authorized to drive, divide the total roundtrip miles by 300, then multiply # of days authorized by the per diem rate | \$ _____ |

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

\$ \_\_\_\_\_ **II.Total**

**You must authorize the cheaper mode on the TA and must file a claim based on the cheaper mode.**