

Extras #4: 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 (do not 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.