

Wright State University

Travel Comparison Worksheet

Instructions

Please complete all applicable sections of this worksheet. Attach quotes or screenshots to support estimated costs. Attach completed worksheet to your Emburse Pre-Approval Report, ***which is to be completed and fully approved PRIOR to travel dates.***

Traveler Information Summary

Traveler Name: _____

Departure Date: _____ Departure Location: _____

Destination Location: _____ Return Date: _____

Business Purpose:

Please select which comparison is needed below and fill in the corresponding information for your comparison:

☐ Drive vs. Fly Comparison

Expense Category	Rental Estimate	Drive Estimate	Fly Estimate
Mileage/Rental Vehicle	\$	\$	\$
Gasoline	\$	\$	\$
Tolls	\$	\$	\$
Parking	\$	\$	\$
Airfare	\$	\$	\$
Baggage Fees	\$	\$	\$
Taxi/Shuttle	\$	\$	\$
Lodging	\$	\$	\$
Meals/Per Diem	\$	\$	\$
Other	\$	\$	\$
Total	\$	\$	\$

☐ Mileage vs. Rental Vehicle Comparison

Expense Category	Personal Vehicle	Rental Vehicle
Mileage	\$	\$
Rental Cost	\$	\$
Gasoline	\$	\$
Total	\$	\$

☐ **Personal Travel with Business Travel Comparison**

Expense Category	Business Only	Combined Travel
Departure Date/Time		
Return Date/Time		
Airfare Quote (Business Only)	\$	\$
Mileage	\$	\$
Rental Vehicle	\$	\$
Gasoline (with rental vehicle)	\$	\$
Meals/Per Diem	\$	\$
Other	\$	\$
Total	\$	\$