



Department of Commerce  
Travel Policy Handbook

**Cost Comparison Worksheet for Privately Owned Vehicle (POV) Versus Common Carrier**

1. Traveler's Name		2. Organization/Unit	
3. Email Address		4. Dates of Travel -	
Estimated Cost – Travel by POV to the Official TDY Location		Estimated Cost – Travel by Common Carrier to the Official TDY Location	
i. Number of Miles (Roundtrip)		<b>NOTE:</b> Copy of the Common Carrier Information must be provided.  i. Common Carrier Details ( <i>Air, Train, Rental Car, Bus, etc.</i> )	
ii. Mileage Rate for:			
iii. Total Cost of Mileage:			
iv. Lodging Rate (1 <sup>st</sup> travel night)			
v. Lodging Rate (2 <sup>nd</sup> travel night)			
vi. Total Cost of Lodging		ii. Cost of Common Carrier	
1. Total Cost of Additional Travel M&IE		1. Estimated Expenses	
2. Estimated Expenses		a. Round Trip Cost of Taxi/Shuttle ( <i>home to terminal and terminal to home</i> )	
a. Hotel Parking		b. Rental Car (include taxes and fees)	
b. Tolls		c. Gasoline	
c. Other		d. Baggage Fee	
d.		e. Excess Baggage Fee	
e.		f. Airport Parking	
f.		g. Other	
3. Total Cost of Estimated Expenses		2. Total Cost of Estimated Expenses	
4. Remarks		3. Remarks	
5. Estimated Grand Total		4. Estimated Grand Total	
<b>ESTIMATED AMOUNT TO BE REIMBURSED TO TRAVELER</b>			
<b>THE FOLLOWING PROCEDURES SHOULD BE COMPLETED ON THE TRAVEL AUTHORIZATION OR IN ETS IF:</b>			
<b>POV IS THE MOST ADVANTAGEOUS</b>		<b>COMMON CARRIER (Air, Train, Rental Car, Bus, etc.) is Most Advantageous; TRAVELER CHOOSES POV</b>	
1. Enter Travel Mode “Privately Owned Vehicle”		Enter Travel mode of the Common Carrier “Contract Flight, Train, Bus, etc.”	
2. Enter POV Type ( <i>Auto/Motorcycle/Airplane</i> )		Enter the total amount to be reimbursed to Traver as an “Cost Comparison”	
3. Enter total number of “Miles”			
4. Enter other expense amount to be reimbursed to Traveler under “Other Expense”			
<b>Attach this document to the Travel Authorization and Travel Voucher</b>			