



Department of Commerce
 Travel Policy Handbook
Cost Comparison Worksheet for Personal Travel

1. Traveler's Name	2. Organization/Unit
3. Email Address	4. Dates of Travel -
I. Personal Transportation Details	II. Common Carrier Details (Air, Train, Rental Car, Bus, etc.,)
Estimated Cost – Personal Travel	Estimated Cost – Travel by Common Carrier to Official TDY Location
a) Cost of Personal Fare	a) Cost of Common Carrier Fare
b) Total Cost of Estimated Expenses	b) Total Cost of Estimated Expenses
i. Baggage Fees	i. Baggage Fees
ii. Service Fees	ii. Service Fees
iii. Taxes	iii. Taxes
iv. TMC Fees	iv. TMC Fees
v. Other Cost _____	v. Other Cost _____
Note: A copy of the personal ticket information must be provided.	Note: A copy of the common carrier information must be provided.
Remarks	Remarks
c) Estimated Grand Total	c) Estimated Grand Total
ESTIMATED AMOUNT TO BE REIMBURSED TO TRAVELER	
THE FOLLOWING PROCEDURES SHOULD BE COMPLETED ON THE TRAVEL AUTHORIZATION OR IN ETS IF:	
1. Enter Travel mode of the common carrier (e.g. Contract Flight, Train, Bust etc.)	
2. Enter the total amount to be reimbursed to Traveler as Other Expense "Cost to Traveler"	
Attach this document to the Travel Authorization and Travel Voucher	