

Carleton College Use of Personal Vehicle Form

When an individual elects to use his/her personal vehicle while traveling on College business in lieu of air travel due to personal preference, the College will reimburse the cost of driving or the cost of comparable air travel, whichever is less.

I N S T R U C T I O N S :

- Attach documentation that substantiates your estimated costs for: airfare, transportation & airport parking. The quote must be for the period of the trip or a comparable period of time and should use the lowest cost ticket for comparison.
- Attach this completed Use of Personal Vehicle Form and documentation to the **Expense Report** upon return from travel.

Employee Name: _____
 Department: _____
 Destination: _____
 Purpose: _____
 Total number of business travel days: _____

Please attach any applicable expense quotes (airfare, car rental etc.) to compare the cost of flying versus driving.

Itinerary 1 (Estimated Cost of Flying)			Itinerary 2 (Cost of Driving)		
Trip Start Date: _____		Trip End Date: _____	Trip Start Date: _____		Trip End Date: _____
Trip Cost (Enter only relevant costs)		\$ Amount	Trip Cost (Enter only relevant costs)		\$ Amount
1	Airfare:		1	* Mileage en route:	
2	* Mileage to/from airport:			Total Business Miles: _____	
	Total Business Miles: _____		2	Meal expenses en route:	
3	Airport Parking:		3	Lodging en route:	
4	Transportation/Car Rental:		4	Tolls:	
5	Other: _____		5	Other: _____	
Total Cost Estimate			Total Cost Estimate		

Amount of Reimbursement (lower cost of the two): \$ _____

I hereby certify that the above travel itinerary reflects the costs necessary to conduct official college business and accurately estimates the cost differential between the cost of flying versus driving.

Employee Signature: _____ **Date:** _____

* Calculate using the current [IRS mileage rate](#)