

**Jacksonville State University**  
**AIR-FARE-IN-LIEU OF MILEAGE WORKSHEET**

If you plan to drive your personal vehicle to your destination, attach this worksheet to Out-of-State Travel Request/Authorization Form 24.

1. Attach a photocopy of a roundtrip economy flight expense to your destination to Form 24 before submitting for approval.
2. By use of Map Quest determine the roundtrip mileage between your home base and your destination and enter below.
3. Add the roundtrip air fare, airport parking, and the mileage (ATL or BHM) between your home base and your airport destination to determine your air-fare-in-lieu of mileage.
4. After completing worksheet, select the **lower** of the two projected amounts for flying or driving.
5. If flying projected expenditures are less than driving a personal vehicle, driving is still permitted, but the total transportation expenditure is limited to the air-fare projection.

For personal vehicle mileage to/from destination, multiply the number of miles by the current IRS reimbursement rate.    \$\_\_\_\_\_

Will there be more than one employee traveling to the same destination in the same vehicle?  
 \_\_\_Yes \_\_\_No

If yes, please list the names of JSU employees below (Several employees in the same personal vehicle may be the least expensive option over each employee flying to the destination.)

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| Roundtrip Air Fare   | \$        |
| Airport Parking                      ( _____ days x \$10 per day ) | \$        |
| Mileage to/from airport              ( _____ miles x IRS rate)     | \$        |
| Ground Transportation  | \$        |
| <b>Total</b> air fare in lieu of mileage                           | <b>\$</b> |