

**SAMPLE****FLY VS. DRIVE ANALYSIS FORM****Lansing, MI**

| Traveler Name | D/S/C | Depart Date | Return Date |
|----------------------|--------------|--------------------|--------------------|
| John Smith | PPD | 10/11/2011 | 10/15/2011 |

| Round Trip Estimated Cost | | | | |
|----------------------------------|-----------------|------------------------------|-------------|-----------------|
| From: | Chicago | To: | Lansing, MI | |
| Fly | | Drive | | |
| Air | \$358.00 | Mileage | 217 | \$110.67 |
| Car Rental | \$245.00 | Tolls | | \$4.60 |
| Limo (round trip) | \$120.00 | Misc | | \$0.00 |
| Baggage Fees | \$50.00 | | | |
| | | | | |
| | | | | |
| Total Estimated Costs | \$773.00 | Total Estimated Costs | | \$115.27 |
| Additional Information | | | | |

This cost analysis statement is valid from 10/1/2011 to 9/30/2012

Submit a copy of this form to the Accounting Office along with other required documentation for reimbursement purposes.

Fermilab Travel Office