

This travel comparison job aid is meant to assist with “why” and “how” to document differences in transportation types when certain scenarios are inserted to business travel.

This will outline some of the more common scenarios cost centers will experience. Of course, there are always more complicated out of the box scenarios. Along with the OSU Travel Office we can assist with the process on those.

When comparing all transportation, the **ASC Comparison Form or the OSU Travel Comparison Worksheet** is required to organize and document all expenses.

What kind of scenarios would require a travel comparison? **Where** in the OSU Travel Policy, 2.11 can I find references?

1. Arriving earlier to the business location or staying longer due to vacation/non-business-related reasons.
 - Page 5 of 12 of the Travel Policy: **VII. Personal Travel in Conjunction with Business Travel**
2. Flying out/in an alternate airport other than the home/residential location due to vacation/non-business-related reasons.
 - Page 2 of 12 of the Travel Policy “**Residence**” is defined as: **“The primary residence where the traveler lives, regardless of other legal or mailing addresses.”**
 - Page 5 of 12 of the Travel Policy: **VII. Personal Travel in Conjunction with Business Travel**
3. Driving either a personal vehicle or rental vehicle to an out of state business location where an accessible airport is located, and the timing of the travel allows for flying. (I.e. Chicago, Philadelphia, Washington DC)
 - Page 7 of 12 of the Travel Policy: **“Mileage reimbursed in Workday for personal vehicles will be authorized as a primary mode of transportation if the cost does not exceed the least expensive airfare and meets the business needs of the university.”**
 - Page 7 of 12 of the Travel Policy: **“Payment for rental vehicle use as a primary mode of travel transportation is authorized only if the cost is more economical than any other type of transportation or if the destination is not otherwise accessible.”**
4. An ineligible airfare upgrade was purchased including first class which is prohibited.
 - Page 6 of 12 of the Travel Policy:
 - **“Seating upgrades or pre-boarding options must not be purchased with university resources and will not be reimbursed.”**
 - **“First class airfare must not be purchased with university resources and will not be reimbursed.”**
 - **“Business class is only permissible with international flight times in excess of five consecutive flight hours, excluding layovers.”**
5. A guest travels to OSU as part of a larger trip with other institutions.
 - Page 2 of 12 of the Travel Policy “**Travel status**” is defined as: **“The period during which the traveler is on official university business outside the vicinity of their headquarters or residence whether or not expenses are to be paid by the university.”**
 - Page 5 of 12 of the Travel Policy: **“A traveler incurring additional costs by taking personal travel in conjunction with business travel is solely responsible for and must pay for the additional costs of such travel and other expenses with personal funds,”**
 - Page 4 of 12 of the OSU Travel Policy: **“Travel expenses that have been or will be reimbursed to a traveler by a third party must be documented in Workday and will not be paid by the university.”**
6. Driving a personal vehicle 45 miles or more from the traveler’s headquarters or work location (as defined by the traveler’s flexible work agreement(link is external) or HR documentation) requires a rental car comparison using the OSU contracted rental agencies. Gas estimates associated with the rental car can also be factored in addition to timing.

Business Purpose/Trip Details: Brutus Buckeye is traveling to a conference in Washington DC. The conference dates are April 18th – 21st. Standard allowance is to arrive a day early to prepare and leave the day after the conference ends.

Below is the standard flight that would meet the business needs for Brutus.

COLUMBUS, OH TO WASHINGTON, DC
 FRI, APR 17 - WED, APR 22

Show as USD ▼

Hide matrix Print / Email

All 18 results	United	American Airlines	Southwest
	Preferred	Preferred	Preferred
Nonstop 7 results	180.12 3 results	226.80 4 results	—
1 stop 10 results	188.92 2 results	—	369.76 8 results
2 stops 1 results	—	—	545.06 1 results

United 02:50p CMH → 04:08p IAD Nonstop 1h 18m **\$203.73**

12:30p IAD → 01:53p CMH Nonstop 1h 23m **Hide Fares**

Preferred Airline for The Ohio State University Hide all details ^

DEPART ✈ Fri, Apr 17 – Columbus, OH to Washington, DC Hide details ^

Fri, Apr 17 02:50p CMH → 04:08p IAD 1h 18m United 6017 **View seats** ETW

RETURN ✈ Wed, Apr 22 – Washington, DC to Columbus, OH Hide details ^

Wed, Apr 22 12:30p IAD → 01:53p CMH 1h 23m United 4426 **View seats** CR5

Fare Options	Free Checked Bags	Refundable		
Basic Economy or Econ1stBagChargeNoChange (N) Rules Benefits/Services	0	No		\$203.73
Economy (N) Rules	View: United	No		\$216.80
Economy (L) Rules	View: United	No	✓	\$282.59
Economy (T) Rules	View: United	No	✓	\$315.01

Comparison examples for the above business trip

- Brutus wants to extend the trip to tour the area for vacation and return on Friday the 24th. They need to pull the business airfare standard **at the same time** with the combination airfare purchase for an accurate comparison and prior to or concurrently with the purchase. The comp pulled has the **same departure flight/airline, as that day is not impacted by the additional time**. The below shows there is no change in the airfare and is not impacted by extending the trip.

COLUMBUS, OH TO WASHINGTON, DC
 FRI, APR 17 - FRI, APR 24

Show as USD ▼

Hide matrix Print / Email

All 242 results	United	American Airlines	Southwest	Delta
	Preferred	Preferred	Preferred	Preferred
Nonstop 42 results	187.88 12 results	192.80 25 results	193.96 5 results	—
1 stop 177 results	196.68 8 results	201.60 33 results	217.96 124 results	207.11 12 results
2 stops 23 results	—	—	261.26 23 results	—

United 02:50p CMH → 04:08p IAD Nonstop 1h 18m **\$187.88**

10:00p IAD → 11:17p CMH Nonstop 1h 17m **Hide Fares**

Preferred Airline for The Ohio State University Hide all details ^

DEPART ✈ Fri, Apr 17 – Columbus, OH to Washington, DC Hide details ^

Fri, Apr 17 02:50p CMH → 04:08p IAD 1h 18m United 6017 **View seats** ETW

RETURN ✈ Fri, Apr 24 – Washington, DC to Columbus, OH Hide details ^

Fri, Apr 24 10:00p IAD → 11:17p CMH 1h 17m United 3528 **View seats** Embraer 170

Fare Options	Free Checked Bags	Refundable		
Basic Economy or Econ1stBagChargeNoChange (N) Rules Benefits/Services	0	No		\$187.88
Economy (N) Rules	View: United	No		\$192.80
Economy (K) Rules	View: United	No	✓	\$255.78
Economy (L) Rules	View: United	No	✓	\$282.59

- Brutus is leaving from Chicago for personal reasons and returning to Columbus after the conference. Below indicates it will be **more** to fly with this multi-segment/airport itinerary by **\$52**. In this case, Brutus should call a CTP full-service agent and try to **"Split"** the cost of the airfare. If this is possible, Brutus would use a personal card to cover the \$52 and OSU would cover the business quote of \$282.59.
- Page 5 of 12 of the Travel Policy: If it is **NOT** possible to split the airfare, Brutus will need to:
 - **"Pay for the expense in full by charging it to a personal credit card and requesting reimbursement for the business portion of the expense;"**
 - **"Repay the university for the personal portion of the expense within seven business days of purchase."**

MULTI-SEGMENT TRIP FROM CHICAGO, IL
FRI, APR 17 - WED, APR 22

Hide matrix Print / Email

All 31 results	United	American Airlines	Southwest
	Preferred	Preferred	Preferred
Nonstop 16 results	239.74 13 results	256.80 3 results	—
1 stop 13 results	—	—	294.96 13 results
2 stops 2 results	—	—	561.26 2 results

Show as USD

01:05p ORD → 04:00p IAD Nonstop 1h 55m \$255.59
12:30p IAD → 01:53p CMH Nonstop 1h 23m Hide Fares

Preferred Airline for The Ohio State University

DEPART ✈ Fri, Apr 17 – Chicago, IL to Washington, DC

Fri, Apr 17 01:05p ORD → 04:00p IAD 1h 55m United 1858 View seats Boeing 737-900

DEPART ✈ Wed, Apr 22 – Washington, DC to Columbus, OH

Wed, Apr 22 12:30p IAD → 01:53p CMH 1h 23m United 4426 View seats CRJ

Fare Options Free Checked Bags Refundable

Basic Economy or Econ1stBagChargeNoChange (N) Rules Benefits/Services	0	No		\$255.59
Economy (N) Rules	View: United	No		\$280.80
Economy (T) Rules	View: United	No	✓	\$334.80
Economy (W) Rules	View: United	No	✓	\$356.41

- Brutus prefers to drive rather than fly to the conference location. Brutus will pull both a rental car estimate and mileage maps to determine what the most economical form of ground transportation is. Both forms of transportation need to factor potential parking charges and tolls. The rental car needs to also factor in gasoline charges. Based on the below estimates a rental car would be the most economical if personal mileage was chosen. **However, the business airfare comp pulled plus associated costs (baggage, taxi to and from both airports) is still cheaper.**
 - Driving expenses are eligible up to the airfare comparison and associated costs with supporting documentation. Below is the grid of all expenses based on supporting documentation. Supporting documentation is also **required** to be attached and made available for side-by-side review. **(Examples on next page)**
 - Based on the below, Brutus will only be reimbursed up to \$520.59 **total** for transportation expenses which would be the amount for flying.

Transportation Type	Airfare	Rental Car	Personal Car
Airfare	\$282.59	\$0	\$0
Gasoline	\$0	\$85.61	\$0
Tolls	\$0	\$29.20	\$29.20
Mileage	\$0	\$0	\$459.42
Rental Car Fee	\$0	\$247.71	\$0
Parking	\$0	\$288	\$288
Taxi (To/From airport, four trips)	\$178	\$0	\$0
Baggage (\$30 EA based on industry standards excluding Southwest)	\$60	\$0	\$0
Estimated Total	\$520.59	\$650.52	\$776.62

Supporting Documentation

Rental Details

DATES & TIMES
Fri, Apr 17, 2020 @ 7:00 AM
Wed, Apr 22, 2020 @ 10:30 PM

PICK-UP & RETURN LOCATION
Columbus John Glenn Intl. Airport
4600 International Gateway
Columbus, OH 43219

ADDITIONAL DETAILS
Renter Age: 25+
Corporate Account Number Or Promotion Code: OHIO STATE UNIV-IUCPG

Compact Car

Nissan Versa or similar
Automatic

VEHICLE
Time & Distance 1 Week(s) @ \$168.75 / Week
Unlimited Mileage

EXTRAS
Damage Waiver
9 Additional Drivers

TAXES & FEES
CONCESSION CHARGE 11.11 PCT (11.11%) \$19.14
RENTAL CAR FACILITY CHG 6.50/DAY \$39.00
VLF REC \$3.54
SALES TAX (7.5%) \$17.28

ESTIMATED TOTAL \$247.71
CUSTOM RATE

Fuel Cost Calculator

This calculator can estimate fuel cost according to the distance of a trip, the fuel efficiency of the car, and the price of gas using various units.

Result

This trip will require **28.5** gallons of gas, which amounts to a fuel cost of **\$85.61**.

If 5 mpg, it will use 159.8 gallons of gas with cost of \$479.4
If 10 mpg, it will use 79.9 gallons of gas with cost of \$239.7
If 20 mpg, it will use 40 gallons of gas with cost of \$119.85
If 30 mpg, it will use 26.6 gallons of gas with cost of \$79.9
If 40 mpg, it will use 20 gallons of gas with cost of \$59.93
If 50 mpg, it will use 16 gallons of gas with cost of \$47.94
If 60 mpg, it will use 13.3 gallons of gas with cost of \$39.95

Trip Distance	799	miles
Fuel Efficiency	28	miles per gallon (mpg)
Gas/Fuel Price	\$3	per gallon

<https://www.calculator.net/fuel-cost-calculator.html>

191 W Woodruff Ave, Columbus, OH 43219

2660 Woodley Rd NW, Washington, DC 20008

191 W Woodruff Ave, Columbus, OH 43219

799 miles * \$.575 per mile = \$459.42

via I-70 E 13 h 14 min 799 miles

Tollsmart

For 2-axis passenger vehicles only. For additional vehicle sizes visit <https://trucks.tollsmart.com>.

FROM: Columbus, OH, USA

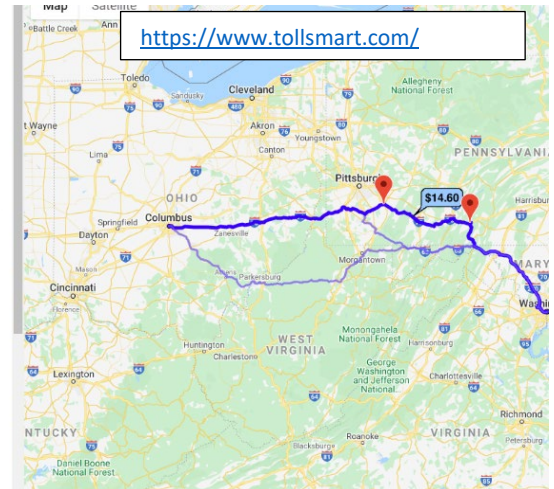
TO: Washington D.C., DC, USA

SUBMIT

\$5.50 \$14.60 \$0.00

Summary

Distance 410 mi
Duration 06:41
Toll Cost (Cash) \$14.60
Toll Cost (Transponder) \$10.20



Conf. Hotel Parking Estimate

\$48 * six days = \$288

<https://www.marriott.com/hotels/maps/travel/wasdt-washington-marriott-wardman-park/>

Parking

On-site parking, fee: 48 USD daily

Valet parking, fee: 55 USD daily

Garage height clearance 5 feet 10 inches.

Ground Transportation Estimate (average based on results): Ride Guru <https://ride.guru/>

Ohio State University, 154 W 12th Ave, Columbus, Ohio, 43210, United States

John Glenn Columbus International Airport (CMH), 4600 International Gateway

\$25.25

John Glenn Columbus International Airport (CMH), 4600 International Gateway

The Ohio State University, 154 W 12th Ave, Columbus, Ohio, 43210, United States

\$28.25

Washington Dulles International Airport, 1 Saarinen Cir, Chantilly, Virginia

2660 Woodley Road Northwest, Washington, District of Columbia 20008, United States

\$62.00

2660 Woodley Road Northwest, Washington, District of Columbia 20008, United States

Washington Dulles International Airport, 1 Saarinen Cir, Chantilly, Virginia

\$62.50

Additional Comparison Examples

- Brutus came back from a conference and did not inform the Department at the time of booking the flight there was an alternate location and extra time attached to the business trip. The conference was 1/9/2020-1/12/2020. Travel dates were 1/4/20-1/13/20, DFW→SEA→CMH. Business travel was Wednesday 1/8 to Monday 1/13. A future airfare comparison **cannot** be compared to the purchased prior airfare as too many factors determine fare costs including when the airfare is purchased, time of year the travel commenced etc. To show apples to apples comparison, two future air comparisons need pulled with the combination travel scenario and the business only scenario.
- In this case, the future comps pulled indicate it was cheaper with the additional time and the alternate location. Leaving from DFW had more availability in terms of airlines and schedules.
 - If it had been reversed and the business only was cheaper, you must deduct the difference in amounts from the purchased airfare.
 - The reimbursement **Expense Report** will also be marked as an **exception** as the comparison was not done prior to purchasing the combination airfare.

Combination travel DFW→SEA→CMH. \$315.80

Alaska Airlines

02:25p DFW → 04:50p SEA Nonstop 4h 25m \$250.80
 09:40a SEA → 05:14p CMH Nonstop 4h 34m [Hide Fares](#)

[Hide all details ^](#)

DEPART ✕ Sat, Feb 29 – Dallas, TX to Seattle, WA [Hide details ^](#)

Sat, Feb 29 02:25p DFW → 04:50p SEA 4h 25m Alaska Airlines 651 [View seats](#)
 73J

DEPART ✕ Mon, Mar 9 – Seattle, WA to Columbus, OH [Hide details ^](#)

Mon, Mar 9 09:40a SEA → 05:14p CMH 4h 34m Alaska Airlines 1692 [View seats](#)
 Airbus Industrie A318/A319/320/321

Fare Options	Free Checked Bags	Refundable		
Saver (X) Rules Benefits/Services	0	No	✓	\$250.80
Main (R, T) Rules Benefits/Services	0	No	✓	\$315.80

Business only travel CMH→SEA round trip. \$464.60

Delta

12:00p CMH → 06:04p SEA 1 stop DTW 9h 04m \$464.60
 09:40a SEA → 05:14p CMH Nonstop 4h 34m [Hide Fares](#)

[Hide all details ^](#)

DEPART ✕ Wed, Mar 4 – Columbus, OH to Seattle, WA / 2h 40m layover in Detroit, MI [Hide details ^](#)

Wed, Mar 4 12:00p CMH → 01:11p DTW 1h 11m Delta 5339 [View seats](#)
 Canadair Regional Jet 900

Layover in Detroit, MI 2h 40m Detroit Metropolitan Wayne County Airport

03:51p DTW → 06:04p SEA 5h 13m Delta 1092 [View seats](#)
 Boeing 737-900

RETURN ✕ Mon, Mar 9 – Seattle, WA to Columbus, OH [Hide details ^](#)

Mon, Mar 9 09:40a SEA → 05:14p CMH 4h 34m Alaska Airlines 1692 [View seats](#)
 Airbus Industrie A318/A319/320/321

Fare Options	Free Checked Bags	Refundable		
Main Cabin (K, K, T) Rules Benefits/Services	0	No	✓	\$464.60

- A guest faculty member from Texas will be giving a presentation and meeting with OSU colleagues. They want to fly first class but are aware they can only get reimbursed up to the coach class fare for the same flight. OSU will reimburse \$309. The class comparison must be obtained at the same time of purchase as first class is prohibited.

American Airlines Plan Travel Travel Information AAdvantage

Choose flights

« New search

Your trip summary

Main Cabin
Round trip (Non-refundable)
\$309 per person
Total \$309.79 (all passengers)
Price and tax information ⓘ

Good value with benefits

- Choose your seat (fee may apply)
- Eligible for upgrades on American flights
- Flight changes allowed (fee applies)
- General boarding

Includes taxes and carrier imposed fees.
Bag and optional fees ⓘ

Depart Dallas/ Fort Worth, TX to Columbus, OH
Wednesday, May 6, 2020

6:55 AM → 10:17 AM 2h 22m Nonstop Main Cabin
AA 1257 = 319-Airbus A319
[Details](#) | [Change](#)

Return Columbus, OH to Dallas/ Fort Worth, TX
Friday, May 8, 2020

11:10 AM → 12:53 PM 2h 43m Nonstop Main Cabin
AA 1257 = 319-Airbus A319
[Details](#) | [Change](#)

American Airlines Plan Travel Travel Information AAdvantage

Choose flights

« New search

Your trip summary

First
Round trip (Non-refundable)
\$684 per person
Total \$683.80 (all passengers)
Price and tax information ⓘ

Best way to travel

- Our largest, most comfortable seat
- 2 Free checked bags
- Priority security at participating airports
- Priority boarding
- Same-day flight change & standby when available on American flights

*On planes with both Business and First, you get 1 extra checked bag or 2 if you're AAdvantage Executive Platinum.

Includes taxes and carrier imposed fees.

Depart Dallas/ Fort Worth, TX to Columbus, OH
Wednesday, May 6, 2020

6:55 AM → 10:17 AM 2h 22m Nonstop First
AA 1257 = 319-Airbus A319
[Details](#) | [Change](#)

Return Columbus, OH to Dallas/ Fort Worth, TX
Friday, May 8, 2020

11:10 AM → 12:53 PM 2h 43m Nonstop First
AA 1257 = 319-Airbus A319
[Details](#) | [Change](#)

- A graduate student recruit from Chicago will be visiting OSU along with The University of Alabama. OSU has agreed to split the cost of the airfare if it is equal to a round trip flight from their residence. Splitting the below would be \$259 and a round trip would be \$277.19.

DEPART ✕ Thu, Mar 26 – Chicago, IL to Columbus, OH [Hide details](#)

Thu, Mar 26

06:00a ORD → 08:20a CMH 1h 20m United 3973 [View seats](#)
E7W

DEPART ✕ Sat, Mar 28 – Columbus, OH to Birmingham, AL / 43m layover in Chicago, IL [Hide details](#)

Sat, Mar 28

06:10p CMH → 06:47p ORD 1h 37m United 3808 [View seats](#)
Canadair Regional Jet

Layover in Chicago, IL 43m Chicago O'Hare Intl Airport

Sat, Mar 28

07:30p ORD → 09:31p BHM 2h 01m United 4401 [View seats](#)
Embraer RJ135/140/145

DEPART ✕ Tue, Mar 31 – Birmingham, AL to Chicago, IL [Hide details](#)

Tue, Mar 31

10:14a BHM → 12:31p ORD 2h 17m United 3996 [View seats](#)
Embraer RJ135/140/145

Economy (T) Rules View: United No ✓ \$518.00

DEPART ✕ Thu, Mar 26 – Chicago, IL to Columbus, OH [Hide details](#)

Thu, Mar 26

06:00a ORD → 08:20a CMH 1h 20m United 3973 [View seats](#)
E7W

RETURN ✕ Sat, Mar 28 – Columbus, OH to Chicago, IL [Hide details](#)

Sat, Mar 28

06:10p CMH → 06:47p ORD 1h 37m United 3808 [View seats](#)
Canadair Regional Jet

Economy (K) Rules View: United No ✓ \$279.68

Helpful Links

ASC BSC Travel Comparison Form:

https://ascintranet.osu.edu/sites/default/files/asc_comp_form.pdf

University Travel Comparison Worksheet:

https://busfin.osu.edu/sites/default/files/comparison_form_june_2021.pdf

Access Workday: <https://www.myworkday.com/osu/login.html>

OSU Administrative Resource Center for Workday: <https://admin.resources.osu.edu/workday>

OSU Travel Page: <https://busfin.osu.edu/buy-schedule-travel/travel>

Book Travel Online with Concur/CTP (OSU Login Required): <https://webauth.service.ohio-state.edu/cgi-bin/concur.cgi>

CTP Airfare Price Match Request: <https://busfin.osu.edu/news/2019/03/27/how-see-airfare-price-match>

The Ohio State University Travel Policy: https://busfin.osu.edu/sites/default/files/211_travel.pdf

OSU Travel FAQ: <https://busfin.osu.edu/travel-faq>

OSU Travel Training and Job Aids: <https://busfin.osu.edu/buy-schedule-travel/travel#TrainingResourceGuides>

OSU Rental Car Discount Information (OSU login Required): <https://busfin.osu.edu/buy-schedule-travel/travel/rental-car-discounts>

Ride Guru Taxi/Rideshare Estimates: <https://ride.guru/>

Fuel Cost Calculator: <https://www.calculator.net/fuel-cost-calculator.html>

Toll Calculator: <https://www.tollsmart.com/>