ASC TRAVEL COMPARISON FORM (Updated 8/10/2026)

THE OHIO STATE UNIVERSITY
COLLEGE OF ARTS AND SCIENCES

IMPORTANT RESOURCES/LINKS

Access Workday: https://www.myworkday.com/osu/login.htmld
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://www.concursolutions.com/home.asp
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 Rental Car Discount Information (OSU login Required): https://busfin.osu.edu/buy-sell-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/

INSTRUCTIONS

This worksheet is used to determine the estimated appropriate cost of university business travel and should be completed at the time travel arrangements are made.

SECTION I provides the general travel information and will be completed regardless of the below scenarios.

Please complete **SECTION II** whenever a traveler chooses to drive 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).

Please complete **SECTION III** whenever a traveler chooses to incorporate personal travel in conjunction with business travel.

SECTIONS II and **III** should not both be completed **unless** there is a combination of drive vs fly **and** personal time is included. Please complete the section that is applicable to the travel situation only.

SECTION I: TRAVEL INFORMATION

TRAVEL INFORMATION
TRAVELER NAME:
DEPARTURE LOCATION(S) (CITY/STATE/COUNTRY):
DESTINATION LOCATION(S) (CITY/STATE/COUNTRY):

SECTION II: TRANSPORTATION TYPE COMPARISON

INSTRUCTIONS

- Comparisons **MUST** be completed to estimate the expenses for both driving and flying **PRIOR** to travel and attached to the Spend Authorization, including all supporting quotes and documentation.
- Please select either "Mileage" or "Rental Car" to compare to the airfare. All associated costs with the transportation type should be listed for consideration. Mileage or rental car expenses will be capped when flying is the most economical option.
- Backup documentation necessary to show how estimated expenses are determined include Google maps, airfare quotes, rental car, taxi, and parking estimates.
- Expenses needed due to driving that would not be needed if flying (hotel, per diem) must be estimated and listed with documentation.
- Additional information that supports the rationale for choosing the actual transportation method should be included in the comments.

DRIVE VS FLY COMPARISON

ACTUAL TRANSPORTATION METHOD TO BE USED FOR TRIP **MILEAGE** ☐ **RENTAL CAR** ☐ **FLYING** ☐

ESTIMATED ITEMIZATION	PERSONAL CAR	RENTAL CAR	AIRFARE
DEPARTURE DATE/TIME			
RETURN DATE/TIME			
AIRFARE QUOTE *(Attach Quote)*			
BAGGAGE FEE *(Industry standard is $40 one way)*			
TAXI/SHUTTLE			
PERSONAL VEHICLE MILEAGE: __________ Miles *(Attach Map, current rate is $.76 per mile)*			
RENTAL VEHICLE			
Gas (*rental vehicle only*)			
TOLLS			
PARKING (airport/hotel/city)			
LODGING			
MEALS/PER DIEM			
OTHER: ________________________________			
TOTAL:	$ 0.00	$ 0.00	$ 0.00

COMMENTS/DETAILS

SECTION III PERSONAL TRAVEL IN CONJUNCTION WITH BUSINESS TRAVEL

INSTRUCTIONS

- "Any expenses attributable to personal travel will not be paid/reimbursed by the university and must be clearly documented to demonstrate clear separation of these expenses to ensure that no personal expenses are paid/reimbursed by the university". (OSU Travel Policy, page 5)
- The airfare comparison **MUST** be completed at the time of the **airfare purchase**.
- "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." (OSU Travel Policy, page 5)
- Per Diem, parking, lodging expenses, baggage fees, etc. will be paid for by the university only for the university traveler and only for the business portion of the trip. Additional costs incurred for personal time are not allowable without Dean/VP approval.
- The "Business Only Estimate" should include the most economical transportation method or airfare class permissible per the OSU Travel Policy. The University contracted travel agency Anthony Travel is still required when personal time is intermingled with business travel.
- Non-transportation expenses should only be listed in the personal time estimate if they are intermingled with business time. Exclusively personal time non-transportation expenses are **not** eligible for OSU reimbursement or pre-payment and should not be listed.
- Include all supporting quotes and documentation.

BUSINESS ONLY EXPENSE ESTIMATE		ACTUAL COMBINATION TRAVEL EXPENSE ESTIMATE	
DEPARTURE DATE/TIME		DEPARTURE DATE/TIME	
RETURN DATE/TIME		RETURN DATE/TIME	
AIRFARE QUOTE *(Attach Quote)*		AIRFARE QUOTE (Attach Quote)	
PERSONAL VEHICLE MILEAGE: _________ Miles *(Attach Map, current rate is $.76 per mile)*	$ 0.00	PERSONAL VEHICLE MILEAGE: _________ Miles *(Attach Map, current rate is $.76 per mile)*	$ 0.00
RENTAL VEHICLE		RENTAL VEHICLE	
Gas (*rental vehicle only*)		Gas (*rental vehicle only*)	
LODGING		LODGING	
PER DIEM		PER DIEM	
OTHER: ______________________________		OTHER: ______________________________	
TOTAL:	$ 0.00	**TOTAL:**	$ 0.00

COMMENTS/DETAILS