

**TRAVEL COST COMPARATIVE ANALYSIS  
FOR EXTENDED BUSINESS TRIP**

**Expense Report #**

Lowest Available Airfare: \$ \_\_\_\_\_  
departure date \_\_\_\_\_ return date

Super Saver Rate Achievable by Extending Trip: - \$ \_\_\_\_\_  
departure date \_\_\_\_\_ return date

**Airfare Savings** 1) \$ \_\_\_\_\_

Additional Cost of Extending Trip:

Lodging:	\$_____/day x #____ days	\$ _____
Meals:	\$_____/day x #____ days	\$ _____
Car Rental:	\$_____/day x #____ days	\$ _____
Other:	\$_____/day x #____ days	\$ _____
	\$_____/day x #____ days	\$ _____
	\$_____/day x #____ days	+ \$ _____

**Total Additional Costs of Extending Trip** 2) \$ \_\_\_\_\_

Net Savings to University by Extending Trip (line 1 minus line 2) \$ \_\_\_\_\_

Signed: \_\_\_\_\_  
Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
Date: \_\_\_\_\_

See section 9 of Travel and Entertainment/Guest Care Policy before completing form.  
**Attach to Final Expense Report**