

ESTIMATED TRAVEL COSTS AND REIMBURSEMENTS

Completing the following worksheet will help you with your travel budget.

1. **TRAVEL COSTS:** These cost estimating factors are averages that are used by the American Automobile Association. Your personal style, family size, route plans, method of travel, and the like will all make a difference in the costs you must pay.

1-A. Driving Costs

Mileage (allow an average of \$14.00 per 100 miles for fuel, oil, and maintenance)

Total miles you plan to travel (Multiply by \$14.00 for every 100 miles): _____ \$ _____

Expected cost: _____ \$ _____

Toll charges expected: _____ \$ _____

Total 1-A. (add mileage and tolls):

1-B. Overnight Accommodations

Cost of room for each day during travel:

Single occupancy: \$58.00

Double occupancy: \$68.00

Each added person in room: \$5.00 each

Expected daily room cost \$ _____

Number days of travel (based on travel of 350 miles a day) _____

Distance you plan to travel (this is your plan, which may include side trips rather than direct travel to the new duty station) _____ miles.

Divide total number of miles by 350 miles per day = _____ total days.

Total 1-B: Multiply daily room cost times number of days of travel

1-C. Food and Other Costs

Food (\$25 per person per day)

Number of people _____

Number of days _____

Multiply number of family members by days by \$25.00 \$ _____

Cost of other items \$ _____

Total 1-C: Cost of food and other items:

1-D. Total Estimated Costs While Driving

1-A. Driving: \$ _____

1-B. Overnight Accommodations: \$ _____

1-C. Food and Other Items: \$ _____

1. **TOTAL ESTIMATED COSTS (1-A + 1-B + 1-C):**

2. ESTIMATED REIMBURSEMENTS: You cannot control the payment regulations; but, you can plan for the amount of costs that you will have and save receipts from everything! The reimbursement rules are established in regulations that are used by the Disbursing Officer at your new duty station when you submit your travel voucher. Only the Disbursing Officer can decide if the regulations permit reimbursement of an item(s) that you claim and how much is paid. Check with the Disbursing Officer to ensure rates are current, as they are always subject to change.

1-A. Mileage Allowance

Official travel distance _____
 Payment rate (select one) _____ per mile

Without or With Dependents	Dependents Traveling Without Service Member
One occupant..... \$0.15 per mile	One dependent..... \$0.15
Two occupants \$0.17 per mile	Two dependents \$0.17
Three occupants \$0.19 per mile	Three dependents \$0.19
Four or more occupants..... \$0.20 per mile	Four or more dependents..... \$0.20

(Separate cars require advance approval)

2-A. Multiply official miles times \$ per mile = estimated reimbursement \$ _____

2-B. Per Diem Allowance

Official travel distance miles _____ divided by 350 miles per day = _____ days
 Payment rate (select one) _____ per day

- Member - \$99.00
- Family members 12 years and older - \$74.25
 (Number _____ times \$74.25 equals \$ _____)
- Family members under 12 years - \$44.50
 (Number _____ times \$44.50 equals \$ _____)

2-B. Multiply number of days _____ times \$ _____ per day \$ _____

2-C. Total Estimated Reimbursement While Traveling

2-A. Mileage Allowance _____
 2-B. Per Diem Allowance \$ _____

2. TOTAL ESTIMATED REIMBURSEMENTS (2-A + 2-B):

LIKELY COSTS AND REIMBURSEMENTS

1. Total estimated costs: \$ _____

2. Total estimated reimbursements: \$ _____

