

# 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 \$17.00 per 100 miles for fuel, oil, and maintenance)

Total miles you plan to travel (Multiply by \$17.00 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: \$70.00

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 — \$116.00

Family members 12 years and older - \$87.00

(Number \_\_\_\_\_ times \$87.00 equals \$ \_\_\_\_\_)

Family members under 12 years — \$58.00

(Number \_\_\_\_\_ times \$58.00 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: \$ \_\_\_\_\_