



**University of Kentucky
Air vs Auto Travel Expense Form**

Worksheet to Compare Cost of Air Travel vs. Automobile Travel when the traveler drives more than 500 miles.

Attach this completed form to the Travel Expense Report

Trip/Business Destination:

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Business Start Date/Time:

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Business End Date/Time:

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AIR TRAVEL EXPENSES (projected)

Airfare per cost comparison from Concur for business travel only

Local ground transportation to/from Lexington BG Airport
(limited to 15 miles each way)

BG Airport parking @ \$12.00 per business event day

Destination ground transportation (\$25.00 limit)

Baggage (\$50.00 limit)

Total Projected Air Travel Expenses

Automobile Travel as a personal preference is acceptable. But, expense reimbursement is limited to the **Total Projected Air Travel Expenses or Actual Expenses**, whichever is less. Otherwise, subject to final approval by University Financial Services, a traveler may be reimbursed the total cost of automobile travel by providing information that may justify driving rather than flying. (i.e. having to transport equipment, more than one University employee traveled in the same vehicle, etc.)

Reason for Driving

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