



## UPMA Travel Comparison

**Not Required if Mileage less than 700 miles per authorized person**

Submitted by:		
Travel Order Number:		
Dates of Travel		
Purpose		

### Option - Driving

Round Trip Mileage # - Privately Owned (POV)	
Incidental Mileage # - While at location (POV)	
Tolls Round Trip	
Parking Total cost	
Rental Car - Unlimited Mileage	
Fuel Cost - Estimate Rental Car Only	
Total Driving Cost	\$0.00

### Option - Air Transportation

Round Trip Mileage to Airport and back	
Parking at Airport	
Tolls	
Airline baggage fee	
Airfare - Must be from major travel site and at least 21 days prior first day of travel*	
Round Trip transportation from Airport to Hotel	
Rental Car- Must be pre-authorized	
Fuel Cost - Estimate Rental Car Only	
Total Air Travel cost	\$0.00

\*Airfare quote must be attached using actual travel dates.  
Include MAPQUEST for distances over 50 miles