

Cost Comparison

This form must be completed and approved by the NOC President before an employee enters into travel status when they wish to drive a personal vehicle or rental vehicle out of state. Reimbursement will be at the lowest cost. When driving an NOC vehicle, no such comparison is required.

Date:

Name of traveler:

Purpose of travel:

I am requesting approval to drive rather than fly to:

Trip dates:

Cost of Flying:

(List the amounts and include accompanying documentation)

coach airfare amount:

parking at airport amount:

luggage cost:

Total airfare cost:

Cost of Driving:

(List amount and include Maps printout)

Mileage cost:

Signature of Traveler

Approved by NOC President