

**U.S. FISH AND WILDLIFE SERVICE
TDY TRAVEL – COST COMPARISON FORM**

Traveler Name (Last, First, MI):	Permanent Duty Station:
Travel Authorization Type:	TDY Travel Location(s):

STEP 1 – SELECT TYPE OF COST COMPARISON

Select the checkbox that best describes the cost comparison you are documenting; see Chapter 5 of the TDY Handbook for more information.

- Using a mode of transportation other than the one that is advantageous to the Government
- Using a mode of transportation other than commercial air carrier when trip distance is longer than 250 miles each way
- Traveling by an indirect route
- Combining official and personal travel
- Claiming reimbursement for parking and mileage to and from airport, bus, or rail terminal with a total cost over \$150
- Other:

STEP 2 – LOG COST ESTIMATES FOR ACTUAL AND AUTHORIZED TRIPS

Use Concur or call the TMC to obtain cost estimates for the actual and authorized trips. Use the tables below to log relevant costs.

ACTUAL TRIP		
(what you are going to do)		
Mode of Transportation:		
Trip Start Date:		
Trip End Date:		
Transportation Costs		
1	Ticket / Fare Price + Booking Fee	
2	Mileage To, From, and Around TDY Location	
3	Transportation to and from Airport / Station (include parking if applicable)	
4	Rental Car & Fuel	
5	Local Transportation	
Other Costs		
6	Lodging (see page 2)	
7	M&IE (see page 2)	
8	Lost Productive Time (see page 2)	
9	Other 1:	
10	Other 2:	
Total Cost (sum of all lines above)		

AUTHORIZED TRIP		
(what you were originally authorized – point of comparison)		
Mode of Transportation:		
Trip Start Date:		
Trip End Date:		
Transportation Costs		
1	Ticket / Fare Price + Booking Fee	
2	Mileage To, From, and Around TDY Location	
3	Transportation to and from Airport / Station (include parking if applicable)	
4	Rental Car & Fuel	
5	Local Transportation	
Other Costs		
6	Lodging (see page 2)	
7	M&IE (see page 2)	
8	Other 1:	
9	Other 2:	
Total Cost (sum of all lines above)		

STEP 3 – CERTIFY THE REQUEST

I certify that I used Concur or the TMC to obtain the above cost estimates, and that all of the information included in this form is accurate and complete. I acknowledge that, by signing this form, I agree to be reimbursed by the Service up to the total cost of the least expensive itinerary and will seek no additional payment from the Service to recoup the difference in cost between the two itineraries.

Traveler Signature

Date

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WORKSHEETS FOR LINES 6 AND 7 – CALCULATE PER DIEM ALLOWANCES

Use these worksheets to log multiple rates for lodging and meals & incidental expenses (M&IE) for one or both of the itineraries.

ACTUAL TRIP (what you are going to do)				
Lodging				
	Number of Nights		Locality Rate	Subtotal
<i>Example</i>	2	*	\$160.00	= \$320.00
Location 1		*		=
Location 2		*		=
Location 3		*		=
Location 4		*		=
Total Lodging Cost				
<i>(insert into Line 6 of Actual Trip Itinerary)</i>				

AUTHORIZED TRIP (what you were originally authorized – point of comparison)				
Lodging				
	Number of Nights		Locality Rate	Subtotal
<i>Example</i>	2	*	\$160.00	= \$320.00
Location 1		*		=
Location 2		*		=
Location 3		*		=
Location 4		*		=
Total Lodging Cost				
<i>(insert into Line 6 of Authorized Trip Itinerary)</i>				

ACTUAL TRIP (what you are going to do)				
M&IE				
	Number of Nights		Locality Rate	Subtotal
<i>Example</i>	2	*	\$59.00	= \$118.00
Location 1		*		=
Location 2		*		=
Location 3		*		=
Location 4		*		=
Total M&IE Cost				
<i>(insert into Line 7 of Actual Trip Itinerary)</i>				

AUTHORIZED TRIP (what you were originally authorized – point of comparison)				
M&IE				
	Number of Nights		Locality Rate	Subtotal
<i>Example</i>	2	*	\$59.00	= \$118.00
Location 1		*		=
Location 2		*		=
Location 3		*		=
Location 4		*		=
Total M&IE Cost				
<i>(insert into Line 7 of Authorized Trip Itinerary)</i>				

INFORMATION FOR LINE 8 OF ACTUAL TRIP ITINERARY – DETERMINE IMPACT ON TRAVEL TIME

Does your actual trip cause you to exceed authorized travel time?

If yes, how are you accounting for this increased travel time?

If you selected "Missing work, not taking leave," follow Regional guidance to calculate lost productive time.

Cost associated with lost productive time:

← Insert this number into line 8 of the Actual Trip itinerary.

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INSTRUCTIONS

Service employees use this form to document cost comparisons required for TDY travel. To complete this form, first download it to your desktop and fill in the identifying information on the top of page 1. Then, follow the guidance below to document the costs associated with the actual planned and previously authorized trip itineraries.

- **STEP 1 – Select Type of Cost Comparison.** Indicate which type of cost comparison best describes your situation by selecting the checkbox next to the appropriate row in the table. See Chapter 5 of the TDY Handbook for guidance on these situations and other cases that may warrant documenting a cost comparison on this form.
- **STEP 2 – Log Cost Estimates for Actual and Authorized Trips.** Use Concur or contact the TMC to obtain cost estimates. Record cost estimates for the trip that you plan to conduct in Itinerary 1 (Actual Trip). Record cost estimates for the trip as originally authorized in Itinerary 2 (Authorized Trip).
 - **Identifying relevant costs:** Use the table at the bottom of the page to identify which costs are relevant for each mode of transportation / scenario in your cost comparison.
 - **Lodging and M&IE:** If one or both of the itineraries includes lodging and M&IE at multiple locations, use the Worksheets for Lines 6 and 7 (page 2) to log the rates for each TDY location included in the trip. Remember that you are eligible for up to 75% of the maximum allowance for M&IE on the first and last days of travel. Multiply the locality rate by 0.75 on the first and last days of travel.
 - **Lost Productive Time:** Answer the questions in the Information for Line 8 section (page 2) to determine if you must include lost productive time in the Actual Trip itinerary. Note that there is a difference between authorized travel time and the amount of time associated with the authorized mode of transportation. For example, if you are authorized one full work day travel time to get to a TDY location, it does not matter if the actual trip takes 8 hours and the authorized trip would have taken 3 hours. As long as you can complete the actual trip in one work day (authorized travel time), you do not need to calculate lost productive time. If you are authorized one day to travel to a TDY location and could complete the travel in one work day using the authorized mode of transportation (e.g., commercial air carrier), but need two work days to complete the travel using the actual mode of transportation (e.g., POV), you would calculate lost productive time for the extra work day spent traveling.

Mode of Transportation / Scenario	Relevant Expenses for Step 2							
	Ticket / Fare Price + Booking Fee	Mileage	Transportation to and from Airport / Station	Rental Car & Fuel	Local Transportation	Lodging	M&IE	Lost Productive Time
Commercial Air Carrier	Yes	No	Yes	Yes, if renting a car at the TDY location	Yes, if not renting a car at the TDY location	Yes	Yes	Sometimes, see note above
Train	Yes	No	Yes	Yes, if renting a car at the TDY location	Yes, if not renting a car at the TDY location	Yes	Yes	Sometimes, see note above
Bus	Yes	No	Yes	Yes, if renting a car at the TDY location	Yes, if not renting a car at the TDY location	Yes	Yes	Sometimes, see note above
GOV	No	No	No	No	No	Yes	Yes	Sometimes, see note above
POV	No	Yes	No	No	No	Yes	Yes	Sometimes, see note above
Rental Car	No	No	No	Yes	No	Yes	Yes	Sometimes, see note above
Combined Official-Personal Travel	Depends on transportation	Depends on transportation	Depends on transportation	Yes, if renting a car at the TDY location	Yes, if not renting a car at the TDY location	Yes	Yes	No, employee must take leave for personal portion of trip
Official Travel (for comparison to Combined Official-Personal)	Depends on transportation	Depends on transportation	Depends on transportation	Yes, if renting a car at the TDY location	Yes, if not renting a car at the TDY location	Yes	Yes	No

- **STEP 3 – Certify the Request.** Sign and date the completed form. Provide a copy of the form to your Approving Official with the associated travel authorization and, if approved to conduct the Actual Trip, include it in your Concur receipt packet.