

Region 1 Travel Cost Comparison Worksheet
(Reference FSM 5711.2)

STEP 1: ANALYZE TRAVEL NEED

Consider number of travelers, weight and nature of baggage or cargo, and all known constraints. Typical constraints could be time away from home station, working time needed at destination(s), Specific dollar limits and vulnerability to weather delays. Don't waste time on method of transport That is obviously unsuitable. Normally the decision to travel by air will have been made prior to Using this form, but columns for other means are provided for convenience.

STEP 2: COST COMPARISON

	Commercial Carrier, Air	Government Carrier, Air	Commercial Charter, Air	Gvt Furnished Vehicle	Personal Vehicle	Other
1. Fare / Flight Costs						
2. Pilot Per Diem	XXX			XXX	XXX	XXX
3. Pilot Overtime	XXX		XXX	XXX	XXX	XXX
4. Wait Time	XXX	XXX		XXX	XXX	XXX
5. Lost Worktime						
6. Passenger Per Diem						
7. Passenger Overtime						
8. Other Costs						
TOTALS						

REMARKS:
