

**COST COMPARISON TRAVEL WORKSHEET**

FSM 5710; FSH 5709.11, Ch. 10)

**ITEMS TO BE COMPARED: GOVERNMENT OPERATED AIRCRAFT, AIRLINE, COMMERCIAL AIRCRAFT UNDER CONTRACT AND ANY OTHERS.****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. Do not include a method of transport that is obviously unsuitable. Normally, the decision to travel by air will have been made before using this form, but columns for other means are provided for use when appropriate. Summarize analysis: (example) Government-operated and charter aircraft both capable of performing requested service. Airline service did not meet time constraints for conference, nor did any form of ground transport.

**STEP 2: COST COMPARISON**

	Common Carrier (Airline)	Common Carrier (Rail)	Government Owned Aircraft	Commercial Aircraft (Contract)	Other	Other
1. Fares/Flight costs						
2. Per diem/ overnight charges						
3. Lost worktime						
4. Local transportation						
5. Overtime/ standby						
6. Other						
7. Total cost						

Name of Preparer

Unit