# ESTIMATED TRAVEL COSTS AND REIMBURSEMENTS

Completing the following worksheet will help you with your travel budget.

1. TRAVEL COSTS: These cost-estimating factors are averages that are used by the American Automobile Association. Your personal style, family size, route plans, method of travel, and the like will all make a difference in the costs you must pay.

## 1A. Driving Costs
Mileage (allow an average of $17 per 100 miles for fuel, oil, and maintenance)
- Total miles you plan to travel (Multiply by $17 for every 100 miles): ______
- Expected cost: $_____
- Toll charges expected: $_____

*Total 1A. (add mileage and tolls):* $_____

## 1B. Overnight Accommodations
Cost of room for each day during travel: $70
- Each added person in room: $5 each
- Pet fee: $25

*Expected daily room cost:*

Number days of travel (based on travel of 350 miles a day) ______
Distance you plan to travel (this is your plan, which may include side trips rather than direct travel to the new duty station) ______ miles.
Divide total number of miles by 350 miles per day = ______ total days.

*Total 1B: Multiply daily room cost times number of days of travel:*

## 1C. Food and Other Costs
Food ($25 per person per day)
- Number of people ______
- Number of days ______

Multiply number of family members by days by $25
- Cost of other items: $_____

*Total 1C: Cost of food and other items:*

## 1D. Total Estimated Costs While Driving
1A. Driving: $_____
1B. Overnight Accommodations: $_____
1C. Food and Other Costs: $_____

1. TOTAL ESTIMATED TRAVEL COSTS (1A + 1B + 1C): $_____
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2. ESTIMATED REIMBURSEMENTS: You cannot control the payment regulations, but you can plan for the amount of costs that you will have and save receipts from everything! The reimbursement rules are established in regulations that are used by the disbursing officer at your new duty station when you submit your travel voucher. Only the disbursing officer can decide if the regulations permit reimbursement of an item(s) that you claim and how much is paid. Check with the disbursing officer to ensure rates are current, as they are always subject to change.

2A. Mileage Allowance
Official travel distance _________
Payment rate = $0.235 per mile (July 2011)

2A. Multiply official miles times $ per mile = estimated reimbursement $__________

2B. Per Diem Allowance
Official travel distance miles _________divided by 350 miles (if traveling more than 400 miles) per day = _______ days
Payment rate per day:
- Member - $92.25
- Spouse and family members 12 years and older - $69.19
- Spouse traveling separately - $92.25
- Family members under 12 years - $46.13

Select all of the above rates that apply and add them together = $_______ per day

2B. Multiply number of days _______ x $ _______ per day $__________

2. TOTAL ESTIMATED REIMBURSEMENTS (2A + 2B):

LIKELY COSTS AND REIMBURSEMENTS

1. Total estimated costs: $__________

2. Total estimated reimbursements: $__________

Which is larger — costs or reimbursements?