

Trip Optimizer Form

Accounts Payable - Trip Optimizer

Rental Car versus Mileage Reimbursement Comparison

The trip optimizer assists University employees in determining the most cost effective travel option between rental car or mileage reimbursement. The trip optimizer comparison form must be attached to the related expense report when submitted to Accounts Payable. The University will pay the lower cost amount regardless of the travel option selected.

* If you are traveling less than 100 miles total, you are NOT required to complete this form.

** If you are driving 800 or more miles the [Cost Comparison: Drive vs. Fly](#) form must be completed.

Does this trip include any other mode of transportation other than a rental car or personal vehicle?

Yes
 No

Total Miles Driven (required): 0 [Find your mileage and driving directions @ MapQuest](#)

Total Number of Days Traveling (required): 0

Mileage Reimbursement Rate (required): 0.37

Will the rental car be travelling out-of-state (Missouri, Illinois, Kansas are considered in state) at any time during your travel?

Yes (The rental car will be travelling out of state)
 No

Personal Vehicle					
(Mileage Reimbursement Rate	X	Total Miles Driven)	+	Parking @ Airport	=
	X		+		
Rental Car					
Subcompact/Fullsize	+	Additional Mileage	+	Fuel Cost	
Rental Cost				Calculated with the Midwest average fuel cost (updated monthly) and 22 mpg	
	+		+		=

Lowest Cost Travel Option:
Lowest Cost Deduction:

Note to Individuals: All relevant factors such as the urgency; nature of travel required; type of vehicle required for the number of passengers, tool or equipment load; employee time and effort; official domicile; proximity to rental or state vehicles; and other administrative costs should be considered when selecting the most cost effective option. If for any reason you will not be utilizing the travel mode with the lowest cost, please state your reason(s) here:

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Supervisor Signature: _____

* Supervisor Approval is only required if you will not be utilizing the Lowest Cost Total Option and actual expenses are to be fully reimbursed.

Optional Information	Rental Cars
Employee Name: _____	Enterprise Rent-A-Car is currently under State Contract with the State of Missouri. Please make reservations with the local Enterprise office at 2008 N Kingshighway 573-339-7800.
Employee Email: _____	Make Reservations Online: Sign on to My Southeast
Trip Destination: _____	Click on the Employee Tab
Trip Start Date: _____	Click on Enterprise Rent-A-Car in the Southeast Travel Information section.
Trip End Date: _____	

- The Trip Optimizer assists University employees in determining the most cost effective travel option between rental car or mileage reimbursement.
- The University will pay the lower cost amount regardless of the travel option selected unless a relevant reason for exception is provided with supervisor authorization.

TO - Guidelines

Accounts Payable - Trip Optimizer

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* IF you are traveling less than 100 miles total, you are NOT required to complete this form.

** IF you are driving 800 or more miles the [Cost Comparison: Drive vs. Fly](#) form must be completed.

- ❑ Form is **required if traveling 100 miles or more**.
 - If **driving** 800 or more miles, the Cost Comparison: Drive vs. Fly Form must be completed.
 - ❑ The Trip Optimizer Form must be completed, printed and attached to the related expense report when submitted to Accounts Payable.
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TO – Entry Fields

Does this trip include any other mode of transportation other than a rental car or personal vehicle?

Yes
 No

Total Miles Driven (required): [Find your mileage and driving directions @ MapQuest](#)

Total Number of Days Traveling (required):

Mileage Reimbursement Rate (required):

Will the rental car be traveling out-of-state (Missouri, Illinois, Kansas are considered in state) at any time during your travel?

Yes (The rental car will be travelling out of state)
 No

- Select and enter the answers to the 5 areas of criteria.
- Click the Calculate button for results

- **Any other mode of transportation?** Yes or No (i.e, airfare, train, etc.)
- **Total Miles Driven** - How many miles will be **Driven Miles**?
- **Total Number of Days Traveling** - How many days will individual be away on the business trip?
- **Mileage Reimbursement Rate** – current rate is filled in, only change if your department requires you to use a lower rate.
- **Will the rental car (if using one) be taken out-of-state (any state other than Missouri, Illinois, or Kansas)?** Yes or No

T.O. – Calculation Results

Examples of Calculation Results

□ Exp. 1 shows Rental Car as the Lowest Cost Option.

- Yes (other transportation)
- 260 driven miles
- 4 day trip
- No (not taken out of state)

□ Exp. 2 shows Personal Vehicle as the Lowest Cost Option.

- No (other transportation)
- 400 driven miles
- 3 day trip
- No (not taken out of state)

Personal Vehicle					
(Mileage Reimbursement Rate	X	Total Miles Driven)	+	Parking @ Airport	
(\$0.37	X	260)	+	\$40.00	= \$136.20
Rental Car (Trips to airport use 2 days of travel time)					
Subcompact/Fullsize Rental Cost	+	Additional Mileage (0 miles * 0.20 per mile)	+	Fuel Cost	
(\$31.71 per day * 2 days)				Calculated with the Midwest average fuel cost (updated monthly) and 22 mpg (260 miles * \$0.161864 cost per mile)	
\$63.42	+	\$0.00	+	\$42.08	= \$105.50
Lowest Cost Travel Option:				Rental Car @ \$105.50	
Lowest Cost Deduction:				\$(30.7)	

Personal Vehicle					
(Mileage Reimbursement Rate	X	Total Miles Driven)	+	Parking @ Airport	
(\$0.37	X	400)	+	\$0.00	= \$148.00
Rental Car					
Subcompact/Fullsize Rental Cost	+	Additional Mileage (0 miles * 0.20 per mile)	+	Fuel Cost	
(\$31.71 per day * 3 days)				Calculated with the Midwest average fuel cost (updated monthly) and 22 mpg (400 miles * \$0.161864 cost per mile)	
\$95.13	+	\$0.00	+	\$64.75	= \$159.88
Lowest Cost Travel Option:				Personal Vehicle @ \$148.00	
Lowest Cost Deduction:				\$(11.88)	

TO – Reason of Exception & Approval

Note to Individuals: All relevant factors such as the urgency; nature of travel required; type of vehicle required for the number of passengers, tool or equipment load; employee time and effort; official domicile; proximity to rental or state vehicles; and other administrative costs should be considered when selecting the most cost effective option. If for any reason you will not be utilizing the travel mode with the lowest cost, please state your reason(s) here:

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Supervisor Signature: _____

* Supervisor Approval is only required if you will not be utilizing the Lowest Cost Total Option and actual expenses are to be fully reimbursed.

- ❑ The University will pay the lower cost amount regardless of the travel option selected unless a relevant reason for exception is provided with supervisor approval.
 - ❑ If for any reason you will not be utilizing the travel mode with the lowest cost, please state your reason(s) in the box provided on the form.
 - ❑ Supervisor Approval is only required if you will not be utilizing the Lowest Cost Total Option and actual expenses are being requested to be fully reimbursed.
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TO – Individual/Trip Information

Optional Information		Rental Cars
Employee Name:	<input type="text"/>	Enterprise Rent-A-Car is currently under State Contract with the State of Missouri. Please make reservations with the local Enterprise office at 2008 N Kingshighway 573-339-7800. Make Reservations Online: Sign on to My Southeast Click on the Employee Tab Click on Enterprise Rent-A-Car in the Southeast Travel Information section.
Employee Email:	<input type="text"/>	
Trip Destination:	<input type="text"/>	
Trip Start Date:	<input type="text"/>	
Trip End Date:	<input type="text"/>	

- ❑ Optional Trip Information
 - Employee Name & Email
 - Trip Destination
 - Travel Dates
 - ❑ When all fields on form are completed, Print and attach to Expense Report.
-

T.O. – Reporting Lowest Cost on Expense Report

Always record the actual transportation expenses that you utilized when filling out an Expense Report

- **If you have utilized the Lowest Cost option**
 - The Expense Report is correct
 - Attach the Trip Optimizer form along with any other required supporting documentation
-

T.O. – Reporting Lowest Cost on Expense Report cont.

- ❑ If you ***have NOT*** utilized the Lowest Cost option, and will be taking the deduction
 - Record the Lowest cost Deduction amount that is calculated for you on the Trip Optimizer form, as a negative amount in the Miscellaneous Column on the Expense Report form
 - ❑ **Type as the following example: -11.88**
 - Enter "Lowest Cost Deduction" as the Explanation of Miscellaneous
 - The calculation functions on the Expense Report form will deduct this from the amount due to you for not utilizing the Lowest cost option.

Lowest Cost Travel Option: **Personal Vehicle @ \$148.00**
Lowest Cost Deduction: **\$(11.88)**

Misc	D	E	Explanation of Miscellaneous
(11.88)			Lowest Cost Deduction

T.O. – Reporting Lowest Cost on Expense Report cont.

- If you **have NOT** utilized the Lowest cost option, but **have a reason of exception and Supervisor approval**:
 - The Expense Report is correct
 - Attach the approved Trip Optimizer form along with any other required supporting documentation.

Lowest Cost Travel Option:

Personal Vehicle @ \$148.00

Lowest Cost Deduction:

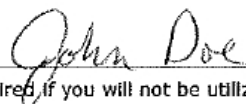
\$(11.88)

Note to Individuals: All relevant factors such as the urgency; nature of travel required; type of vehicle required for the number of passengers, tool or equipment load; employee time and effort; official domicile; proximity to rental or state vehicles; and other administrative costs should be considered when selecting the most cost effective option. If for any reason you will not be utilizing the travel mode with the lowest cost, please state your reason(s) here:

I am using a rental car because my personal vehicle is not reliable enough for the distance I have to go.

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Supervisor Signature: _____



* Supervisor Approval is only required if you will not be utilizing the Lowest Cost Total Option and actual expenses are to be fully reimbursed.