

DATE:

TO:

SUBJECT:

FROM:

Ground Transportation Comparison

Taxi:

Cost of Taxi R/T to airport \$ _____

Cost of Taxi R/T between hotel & meeting site each day \$ _____
(The hotel is _____ miles from the meeting site)

Number of meeting days _____

Total cost of the Taxi \$ _____

Rental Car:

Cost of rental car \$ _____

Fueling (estimated) \$ _____

Total cost of Hotel/meeting site parking charges (*does not include valet parking*) \$ _____

Total cost of the Rental Car \$ _____

Other Information

Traveler's Signature: _____

Director, OTT: _____

Approved: _____ Disapproved: _____

Funds Available: Administrative Officer, OIR _____