

TRAVEL TRAINING ESTIMATE GUIDE

For airfare: Select dates of travel and search options. Print out results and circle cost you will indicate on the Pre Travel/Training Authorization. Baggage is reimbursed at the standard \$25 fee for Pre Travel/Training Authorization (receipts required for reimbursement).

Below are common search engines, however, you may use another search engine or airline website for documentation.

[Momondo](#)

[Skyscanner](#)

[Google Flights](#)

[Kayak](#)

[Hipmunk](#)

[CheapOAir](#)

[Hotwire](#)

[Expedia](#)

[Travelocity](#)

[Orbitz](#)

[Priceline](#)

For mileage: Get directions to your destination. Print out the results and circle the closest mileage. Indicate if the mileage is round trip. 2020 mileage rate is 58¢ per mile. For a local training, you can only be reimbursed for the difference between your daily commute and the training location.

[Google Maps](#)

[MapQuest](#)

For shuttle: Below are links to two common providers, however, you may use a tarhe

