

TRAVEL COST ANALYSIS

Justification for use of Government aircraft for travel:

A. BASIC DATA:

Dates and time of required times(s) at Temporary Duty Station(s) (TDS):

Location _____	Date _____	Hours Required to be on site _____ to _____
Location _____	Date _____	Hours Required to be on site _____ to _____
Location _____	Date _____	Hours Required to be on site _____ to _____

Manifest (only persons required to at TDS):

<u>Name</u>	<u>Hourly Salary</u>
_____	\$ _____
_____	_____
_____	_____
_____	_____

Annual Salary + 2087 x 1.20 =
Hourly Salary Rate

Note: 1.20 covers average Fringe Benefits. Retirement. Health & Life Insurance. Medicare. Other Fringes. The 1.20 does not include COLA: for Alaska-based employees. Add an additional .25.

TOTAL Hours Cost of All Required Travelers \$ _____

(Continue on attached sheet if needed)

B. COST COMPARISON:

1. **Commercial Airline Costs to meet the required TDS locations and times.** \$ _____
Individual ticket cost x # of required travelers.

- Cost of total duty hours away from office or regular duty station to meet commercial airline schedule. _____
- Cost of required per diem and ground transportation. _____

TOTAL Cost by commercial transportation \$ _____

2. **Leased, Contract, or Rental Aircraft.**

1. Flight Hours x flight hour costs \$ _____
2. Cost of total duty hours away from office or regular duty station. _____
3. Cost of required per diem and ground transportation. _____
4. Any additional aircraft or crew costs not included in above hourly rate, i.e., standby charges, tie down fees, overnight parking, extra Crew, etc. _____

TOTAL Cost by Lease, Contract, or Rental Aircraft. \$ _____

3. **DOI Operated Aircraft** – identify specific aircraft: _____ \$ _____

- Flight hours required x variable flight hour cost. _____
- Cost of total duty hours away from office or regular duty station. _____
- Cost of required per diem and ground transportation. _____
- Any additional costs to be incurred that are not included in the above flight hour rate. Variable cost of crew, as defined on page 1 of OMB Circular A-126. Attachment B, if not included in the flight hour rate. (Do not include pilot costs here if pilot is one of the Government officials required to meet or perform duties at the TDY location.) _____
- Fuel costs, if not included in the above flight hour rate. Any additional aircraft costs not in the above flight hour rate, i.e., tie down fees, overnight parking, etc. _____

TOTAL Cost by DOI Fleet Aircraft. \$ _____

