

TRAVEL TRAINING ESTIMATE GUIDE

AIRFARE / HOTELS / CARS

For airfare: Select dates of travel and search options. Print off 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	

MILEAGE

For mileage: Get directions to your destination. Print off 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
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SHUTTLE

For shuttle: Below are links to two common providers, however, you may use a taxi, hotel or other shuttle. Print off and circle the estimated cost.

Uber Fare Estimator	Lyft Fare Estimator
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PARKING

For parking, find the parking rate for the hotel, conference site, or lot you will use. Print off and circle the rate. Indicate the number of days you will require parking.

FEDERAL PER DIEM

For your per diem, find the per diem rate for the city or county of your destination. Indicate the rate on the Pre Travel Training Authorization. Print off the per diem for the location of your training from the site below:

[GSA Per Diem Rates Look-Up](#)

PRE TRAVEL/TRAINING AUTHORIZATION FORM

Complete the Pre Travel/Training Authorization form and submit the necessary documentation for the estimated costs you will request reimbursement. Make sure to include the agenda or conference schedule of events.

Note: PPS does not reimburse meals or gas for local training.