Personal vs. Rental Vehicle Cost Comparison Form

Instructions: This form may be used to calculate the cost comparison of taking a personal vehicle vs. a rental vehicle and to document that the choice made was at the lowest cost to the state. Only those fields that are outlined need to be entered by the user - the rest are calculated by the form.

Personal Vehicle Estimated Cost (Required)

The cost of using a personal vehicle is determined based on IRS and collective bargaining agreements mileage reimbursement rates. Charges for gasoline, oil, accessories, repairs, depreciation, anti-freeze, towing, insurance and other expenditures will not be allowed. These are considered operational costs and are covered in the mileage allowance.

No. of Miles: _____ X $0.76 (IRS Per Mile Rate) = $ 0.00 _____ Total Estimated Cost

Rental Vehicle Estimated Cost (Required)

The costs for using a rental vehicle is determined by adding the daily rental fees and estimated gasoline cost.

Vehicle Rental Fees

The standard rate for an Enterprise car is $40.00 per day.

No. of Days: _____ X $40.00 = $ 0.00 _____

Gasoline Cost

To complete this section you will need to estimate the per-gallon gas cost. Number of gallons used is calculated by dividing miles by 32 (average miles per gallon). *Please use https://gasprices.aaa.com/?state=NY to find the most accurate pricing.*

Estimated Cost Per Gallon= _____ X No. of Gallons Used: 0.00 _____

= Total Gas Cost $ 0.00 _____

Total Estimated Cost of Using Rental Vehicle (Vehicle Rental Charge + Gas): $ 0.00 _____

Use of Personal Vehicle for Personal Convenience (Optional)

If the total estimated cost of using a rental vehicle is less expensive than a personal vehicle but the traveler wishes to use their personal vehicle for convenience, the traveler will only be reimbursed up to the rental amount. This section can be used to calculate the number of miles that should be claimed by the traveler. This amount is calculated by taking the total estimated rental vehicle and dividing it by the standard mileage rate of $0.76 per mile.

Total Miles to Claim in Whole Number: _____

Please send completed form with your Travel Voucher to Procurement & Payment Services