



Atlantic States Marine Fisheries Commission

1050 N. Highland Street • Suite 200A-N • Arlington, VA 22201
703.842.0740 • 703.842.0741 (fax) • asmfc.org

Sustainable and Cooperative Management of Atlantic Coastal Fisheries

COST COMPARISON FOR ALTERNATIVE TRAVEL

Name:

Address:

Meeting Name:

Meeting Date(s):

Meeting Location:

Travel Authorization #:

Reason for Alternative Travel

- ☐ Requesting extra hotel night(s) ☐ Using alternative transportation ☐ Using alternative accommodations
☐ Combining personal and official travel

Justification

Estimated Costs

Enter your information below. Your text will shrink to fit the space provided. All estimated costs must be supported by a price quote, screenshot, or comparable documentation (e.g., airfare search results, hotel rate, rental car estimate).

	Normal Business Route		Alternate Route A		Alternate Route B (if needed)	
	Details	Amount	Details	Amount	Details	Amount
Airfare		\$		\$		\$
Train, Taxi Shuttle, etc.		\$		\$		\$
Rental Vehicle		\$		\$		\$
Gas – rental vehicle		\$		\$		\$
Lodging		\$		\$		\$
Mileage – Pers./ gov. vehicle		\$		\$		\$
Meals		\$		\$		\$
Parking, Tolls, etc.		\$		\$		\$
Per Diem		\$		\$		\$
Hotel		\$		\$		\$

Total Estimated Costs: \$

\$

\$

ASMFC Approval

Notes