

## TRAVEL COST ANALYSIS

Justification for use of a Government aircraft for travel:

**A. BASIC DATA:**

Dates and time of required time(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 be at TDS):

Name & Title	Senior Off/SES	FED	Non-Fed	Hourly Salary

Annual Salary ÷ 2087 hours 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 the applicable additional %.

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 number of required travelers. \$ \_\_\_\_\_

- Cost of total duty hours away from office or regular duty station to meet the 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, tiedown 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 the pilot is one of the Government officials required to meet or perform duties at the TDY location.) \_\_\_\_\_
- Fuel costs, if not included in above flight hour rate. Any additional aircraft costs not in the above flight hour rate, i.e., tiedown fees, overnight parking, et. \_\_\_\_\_

TOTAL COST by DOI Fleet aircraft. \$ \_\_\_\_\_

C. MOST COST-EFFECTIVE METHOD:

Commercial

Lease, Contract or Rental – N# \_\_\_\_\_ . Pilot/Crew \_\_\_\_\_

Purpose \_\_\_\_\_

DOI Fleet -----N# \_\_\_\_\_ . Pilot/Crew \_\_\_\_\_

Purpose \_\_\_\_\_

REMARKS: (Must be completed if other than most-cost-effective method is chosen.)

D. GENERAL APPROVAL REQUIREMENTS FOR TRAVEL ON GOVERNMENT AIRCRAFT:

\_\_\_\_\_  
Print name of designated approving official

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

E. SPECIAL APPROVAL REQUIREMENTS FOR REQUIRED USE TRAVEL: (See paragraph 11.b. page 6 of OMB Circular A-126)

\_\_\_\_\_  
Print name of designated approving official

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

F. SPECIAL APPROVAL REQUIREMENTS FOR USE OF GOVERNMENT AIRCRAFT FOR TRAVEL BY THE FOLLOWING CATEGORIES OF PEOPLE:  
(See paragraph 11.c. page 7 of OMB Circular A-126 and paragraph a., page 3-1 of OMB Bulletin No. 93-11)

- 1) Senior Executive Branch Officials
- 2) Senior Federal Officials
- 3) Members of Families of Senior Executive Branch and Senior Federal Officials
- 4) Non-Federal travelers

\_\_\_\_\_  
Print name of designated approving official

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

