

# Ground Travel Worksheet

## Enter Trip Information

- Step 1:** Total Round Trip Miles
- Step 2:** Total Number of 24-hour Periods  
Current Fuel Price
- Step 3:** Select Lowest Cost Option Below

|  |
|--|
|  |
|  |
|  |

[Click here to reserve an Enterprise Rental Vehicle if least expensive](#)

If you run into a problem when making your Enterprise Rental Car reservation, please call 717-346-3821 and someone will assist you.

## Ground Travel Cost

| Travel Option                 | Total Cost | Cost/Mile |
|-------------------------------|------------|-----------|
| Agency Pool Vehicle           |            |           |
| Enterprise Rent-A-Car         |            |           |
| Personal Auto - Standard Rate |            |           |

|                                         |  |  |
|-----------------------------------------|--|--|
| Personal Auto – Other Vehicle Available |  |  |
|-----------------------------------------|--|--|

|                |  |               |  |
|----------------|--|---------------|--|
| Employee Name: |  | Employee No.: |  |
|----------------|--|---------------|--|

|         |  |
|---------|--|
| Agency: |  |
|---------|--|

|                   |  |
|-------------------|--|
| Date(s) Traveled: |  |
|-------------------|--|

|                     |  |
|---------------------|--|
| Beginning Location: |  |
|---------------------|--|

|                     |  |
|---------------------|--|
| Ending Destination: |  |
|---------------------|--|

**Additional justification for supervisor determination that least expensive option is clearly not efficient:**

|                  |  |       |  |
|------------------|--|-------|--|
| Supervisor Name: |  | Date: |  |
|------------------|--|-------|--|

# Ground Travel Worksheet

PLEASE NOTE THIS WORKSHEET HAS THREE PAGES OF INFORMATION TO ASSIST TRAVELERS

The Ground Travel Worksheet is provided as a tool for Commonwealth Travelers to identify the least expensive form of Automotive Transportation. Use of the Worksheet is encouraged in determining and verifying that the least expensive mode was properly selected. The Worksheet is not for Travelers who are assigned Commonwealth-owned vehicles or who willingly accept the lower GSA rate.

**The Ground Travel Worksheet bases its calculations on the following assumptions:**

**Enterprise Rental Vehicle costs are based upon:**

- 24-hour rental fee for a COMPACT vehicle, if less than 5 days
- Fuel costs based on price per gallon (updated weekly each Monday) and MPG of 25
- NO state taxes and fees, as rentals are paid via direct bill.

*PLEASE NOTE: Taxes and fees will show on your reservation, but will be removed upon vehicle return.*

**For Enterprise Rentals from other categories, add the following additional cost per day:**

|                      |                              |
|----------------------|------------------------------|
| Full Size*           | \$4.00                       |
| Mini-van*            | \$26.00                      |
| 12-15 Passenger Van* | Call local branch for cost.  |
| QUICKSTART Option    | No charges Sunday - Thursday |

*\*rentals from categories other than Compact, Intermediate or Standard should be based on business/operational needs and must be properly justified by a supervisor.*

**For Weekly (5-7 days), Monthly (>21 days) and multi-Month rates, please see page 3.**

# Ground Travel Worksheet

Long Term Rental Costs (updated 12/13/2023)

|                                        |            |  |
|----------------------------------------|------------|--|
| <b>Compact / Intermediate - Weekly</b> |            |  |
|                                        |            |  |
| 1 Week Rate                            | (per week) |  |
| Estimated Miles to Meet                |            |  |
| Fuel Based on Miles                    |            |  |
| NEW TOTAL                              |            |  |
| <b>ESTIMATED BREAKEVEN MILES</b>       |            |  |

|                                  |            |  |
|----------------------------------|------------|--|
| <b>Fullsize - Weekly</b>         |            |  |
|                                  |            |  |
| 1 Week Rate                      | (per week) |  |
| Estimated Miles to Meet          |            |  |
| Fuel Based on Miles              |            |  |
| NEW TOTAL                        |            |  |
| <b>ESTIMATED BREAKEVEN MILES</b> |            |  |

|                                           |             |  |
|-------------------------------------------|-------------|--|
| <b>Compact / Intermediate - 1-2 Month</b> |             |  |
| <b>Contact BVM for Options</b>            |             |  |
| 1-2 Month Rate                            | (per month) |  |
| Estimated Miles to Meet                   |             |  |
| Fuel Based on Miles                       |             |  |
| NEW TOTAL                                 |             |  |
| <b>ESTIMATED BREAKEVEN MILES</b>          |             |  |

|                                  |             |  |
|----------------------------------|-------------|--|
| <b>Fullsize - 1-2 Month</b>      |             |  |
| <b>Contact BVM for Options</b>   |             |  |
| 1-2 Month Rate                   | (per month) |  |
| Estimated Miles to Meet          |             |  |
| Fuel Based on Miles              |             |  |
| NEW TOTAL                        |             |  |
| <b>ESTIMATED BREAKEVEN MILES</b> |             |  |

|                                           |             |  |
|-------------------------------------------|-------------|--|
| <b>Compact / Intermediate - 3-5 Month</b> |             |  |
| <b>Contact BVM for Options</b>            |             |  |
| 3-5 Month Rate                            | (per month) |  |
| Estimated Miles to Meet                   |             |  |
| Fuel Based on Miles                       |             |  |
| NEW TOTAL                                 |             |  |
| <b>ESTIMATED BREAKEVEN MILES</b>          |             |  |

|                                  |             |  |
|----------------------------------|-------------|--|
| <b>Fullsize - 3-5 Month</b>      |             |  |
| <b>Contact BVM for Options</b>   |             |  |
| 3-5 Month Rate                   | (per month) |  |
| Estimated Miles to Meet          |             |  |
| Fuel Based on Miles              |             |  |
| NEW TOTAL                        |             |  |
| <b>ESTIMATED BREAKEVEN MILES</b> |             |  |

|                                             |             |  |
|---------------------------------------------|-------------|--|
| <b>Compact / Intermediate - &gt;6 Month</b> |             |  |
| <b>Contact BVM for Options</b>              |             |  |
| >6 Months Rate                              | (per month) |  |
| Estimated Miles to Meet                     |             |  |
| Fuel Based on Miles                         |             |  |
| NEW TOTAL                                   |             |  |
| <b>ESTIMATED BREAKEVEN MILES</b>            |             |  |

|                                        |             |  |
|----------------------------------------|-------------|--|
| <b>Fullsize - Weekly - &gt;6 Month</b> |             |  |
| <b>Contact BVM for Options</b>         |             |  |
| >6 Months Rate                         | (per month) |  |
| Estimated Miles to Meet                |             |  |
| Fuel Based on Miles                    |             |  |
| NEW TOTAL                              |             |  |
| <b>ESTIMATED BREAKEVEN MILES</b>       |             |  |

| <b>GTW Rates</b>      |              |
|-----------------------|--------------|
| <i>Rates</i>          | <i>Value</i> |
| ERAC Rate             |              |
| Mileage Reimbursement |              |
| Fleet Daily Cost      |              |
| AdTrav Online Fee     |              |
| MPG                   |              |