



Estimated Travel Costs for a PCS Move

Plan a budget for your PCS move. Personal style, family size, route plans, method of travel and "extras" all will make a difference in your costs. Completing the following worksheet will help you estimate your travel costs.

Driving Costs

Allow an average of \$25 per 100 miles for fuel, oil and maintenance.

Total miles you plan to travel: _____

Multiply by \$25 for every 100 miles: _____

Expected driving cost: \$ _____ Toll charges expected: \$ _____

Total (add mileage and tolls):

Overnight Accommodations

Estimate the cost of a room for each day during travel based on the following:

Double occupancy - \$120, each additional person in room - \$10 each, if traveling with pets, \$20 pet fee, per pet

Expected daily room cost: \$ _____

Number of days of travel (based on travel of 350 miles per day): _____

Distance you plan to travel: _____ miles

Divide total number of miles by 350 miles per day = _____ total days.

Total (accommodations x days):

Food and Other Costs

Plan on food costs of \$50 per person per day.

Number of people: _____

Number of days: _____

Multiply number of people by number of days: _____

Multiply the figure from the line above by \$50: \$ _____

Cost of other items (admission tickets, souvenirs, etc.): \$ _____

Total (cost of food and other items):

TOTAL ESTIMATED COSTS (total previous three boxes):

Estimated Reimbursements

You cannot control the payment regulations. However, you can plan for your travel costs.

Save receipts from everything!

- The disbursing officer at your new duty station will decide whether the regulations permit reimbursement of an item(s) and how much is paid.
- Reimbursements include mileage and per diem allowances and are based on whether you are traveling with or without dependents and the number of travelers.

