## 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: $\qquad$
Multiply by $\$ 25$ for every 100 miles: $\qquad$
Expected driving cost: \$ $\qquad$ Toll charges expected: \$ $\qquad$
Total (add mileage and tolls): $\square$

## 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: \$ $\qquad$
Number of days of travel (based on travel of 350 miles per day): $\qquad$
Distance you plan to travel: $\qquad$ miles
Divide total number of miles by 350 miles per day $=$ $\qquad$ total days.
Total (accommodations $x$ days): $\square$

## Food and Other Costs

Plan on food costs of $\$ 50$ per person per day.
Number of people: $\qquad$
Number of days: $\qquad$
Multiply number of people by number of days: $\qquad$
Multiply the figure from the line above by $\$ 50$ : $\$$ $\qquad$
Cost of other items (admission tickets, souvenirs, etc.): \$ $\qquad$ Total (cost of food and other items): $\square$
TOTAL ESTIMATED COSTS (total previous three boxes): $\square$

## 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.


