



ESTIMATED TRAVEL COSTS FOR A PCS MOVE

★ PCS MOVE COSTS

A PCS move requires a lot of planning which includes creating a budget. Your type of move, family size, planned route, method of travel and “extras” will all impact the total cost of your move. Completing the following worksheet will help you plan and estimate costs.

★ DRIVING COSTS

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

Step 1. $\frac{\text{Total Miles}}{100} =$ _____

Step 2. $\text{Step 1 Result} \times \$25 = \$$ _____
Mileage Cost

Step 3. $\$ \text{Step 2 Mileage Cost} + \$ \text{Expected Tolls} = \$$ _____
Total Driving Costs

★ OVERNIGHT ACCOMMODATIONS

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

Hotel cost per night — \$120

If traveling with pets — \$20 pet fee per pet

Step 1. $\frac{\text{Total Miles}}{350 \text{ miles}} =$ _____
of Travel Days

Step 2. $\text{Step 1 Travel Days} \times \$ \text{Room Cost per Night} = \$$ _____
Total Accommodation Costs

★ FOOD AND OTHER COSTS

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

Step 1. $\text{\# of People} \times \text{\# of Days} =$ _____

Step 2. $\text{Step 1 Result} \times \$50 = \$$ _____
Food Costs

Step 3. $\$ \text{Step 2 Food Costs} + \$ \text{Extras (souvenirs, tickets, etc.)} = \$$ _____
Total Food/Other Costs

TOTAL = \$ _____ + \$ _____ + \$ _____ = \$ _____
Total Driving Costs Total Accommodation Costs Total Food/Other Costs

★ ESTIMATED REIMBURSEMENTS

Reimbursements may not cover all costs, but you can reduce expenses by planning ahead. 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 or with other travelers.