

(Company Logo)

**AIR TRAVEL POLICY**  
**EFFECTIVE DATE: \_\_\_\_\_, 2010**

**ADOPTION OF AN INTERNAL COMPANY/ORGANIZATION TRAVEL POLICY, SUPPORTING THE USE OF LOCAL AIR SERVICE PROVIDED AT GAINESVILLE REGIONAL AIRPORT**

Management believes maintaining high quality, regional, commercial air service is in the best interest of \_\_\_\_\_ and our community. We are supportive of regional efforts to improve air service options for North Central Florida residents and visitors.

\_\_\_\_\_ recognizes that use of our regional airport can often reduce employee travel time and ancillary expenses vs. flying from other cities. Cost savings include reduced automobile fuel and mileage expenses, elimination of tolls, and reduced airport parking fees. Use of our regional airport can also save employees valuable time and reduce travel risk by minimizing travel on busy highways. Therefore, cost savings can also include wage savings.

This travel policy reflects our support of community air service development and retention efforts and our goal of obtaining the best overall value for company related travel. Employees will refer to this policy when booking air travel for company business purposes.

\_\_\_\_\_ will require each employee traveling on company business to consider the ancillary expenses listed in addition to the difference in airfare associated with traveling from a competing airport.

\_\_\_\_\_ recognizes the importance of quality, regional air service to the continued economic well-being and quality of life in our community and therefore our organization. We therefore support an additional premium of up to \$ \_\_\_\_\_ favoring travel from the Gainesville Regional Airport to be added to the overall cost comparison.

\_\_\_\_\_ considers this premium an investment in job creation/retention in our community and potential air service improvements.

Employees should compare fares and book travel as soon as travel dates are known or as early as possible. Checking flexible dates and times in search engine comparisons will result in the lowest fares.

Cost Comparison Example

Completed forms can be e-mailed to [michelle@flygainesville.com](mailto:michelle@flygainesville.com) or by fax at 374-8368.

1. Add the additional \$\_\_\_\_\_ cost of mileage (e.g.  $.50 \times \underline{XXX}$  mi to MCO,  $.50 \times \underline{XXX}$  mi to JAX,  $.50 \times \underline{XXX}$  mi. to TPA,  $.50 \times \underline{XX}$  mi to GNV) associated with traveling to a competing airport to the respective airfare.
2. Add the additional \$\_\_\_\_\_ cost of parking at the competing airports to the respective airfare (Current on-airport long-term rates are \$17 daily at MCO, \$10 daily at JAX, \$15 at TPA and \$9 at GNV or \$55 weekly).
3. Add \$\_\_\_\_\_ for the cost of tolls roundtrip between departure location and the competing metropolitan airport.
4. Add \$\_\_\_\_\_ for employee wage savings due to shorter overall travel time (i.e. shorter drive time).
5. After adding all costs identified in items 1-4, add an additional premium of \$\_\_\_\_\_ favoring travel from GNV, to the fare from each competing metropolitan airport.

If total cost favors GNV and the GNV itinerary meets your required travel schedule, please book your flight from GNV.

Adopted this Date: \_\_\_\_\_

Company/Organization

\_\_\_\_\_  
Name and Title

**ATTEST:**

\_\_\_\_\_  
Name and Title