

Sam Houston State University
A Member of The Texas State University System

Finance & Operations Travel Policy FO-TR-06
Computation of Number of Miles

Computation of number of miles – The number of reimbursable miles traveled by a state employee may not exceed the number of miles of the most cost-effective route between the origin of the employee's travel and the employee's final destination. If the employee conducts official state business at locations between the origin of the travel and the final destination, then the most cost-effective route between the origin and the final destination must include the intermediate locations.

The shortest route between points is presumed to be the most cost-effective route. A longer route may be considered the most cost-effective route only if:

- The supporting documentation for the mileage reimbursement states that a the longer route is more cost effective; and
- The supporting documentation provides a reasonable justification for that statement; and
- The statement and justification are made by the chief administrator of the state agency making the reimbursement or by the chief administrator's designee.

The number of miles of the shortest or most cost-effective route between two points, when both are listed in the Texas Comptroller of Public Accounts Mileage Guide, www.window.state.tx.us/comptrol/texastra.html is the number of miles between those points as listed in the mileage guide or calculated from the employee's odometer.

Reviewed by: Norma O'Bannon-Travel Coordinator – 11-01-07
Next review: 11-01-08