

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

Finance & Operations Travel Policy FO-TR-16
General Information

Mileage distances are found in the Texas Comptroller of Public Accounts Mileage Guide, which may be accessed by the Shared Menu, or Internet address <http://www.window.state.tx.us/comptrol/texastra.htm> Call Travel Office for instruction, if needed.

REIMBURSEMENT

Mileage reimbursement may be claimed for mileage incurred while on state business and traveling in a personally owned vehicle. Mileage may not be claimed for reimbursement when traveling via state vehicle, rental vehicle, or when traveling as a car pool passenger with someone else.

ACTUAL MILEAGE VERSUS GUIDE MILEAGE

When actual mileage traveled is less than the distance appearing in this guide, only the actual distance traveled may be used. All distances claimed for reimbursement shall be the shortest distances between points, including the use of farm-to-market roads. For example, if you live in Conroe and are traveling to Houston, you would claim the mileage from Conroe to Houston, not Huntsville to Houston.

RESPONSIBILITY

It is the responsibility of the person who seeks reimbursement for mileage (i.e. the traveler) to ascertain that such a claim is in accordance with guidelines stated herein which comply with laws established by the Texas Legislature. It is recommended that all travelers keep a written mileage record in the event any questions are raised concerning reimbursement.

RATE OF REIMBURSEMENT

Rate of reimbursement is **\$.55** per mile, for fiscal year **2009**.

TRIPS TO OUT-OF-STATE DESTINATIONS

When driving out-of-state, instead of flying, the traveler shall make a cost comparison to determine the cheaper method of transportation. The cost of mileage reimbursement shall be compared with the cost of two-way coach airfare plus related expenses (such as the cost of airport parking and mileage between headquarters and airport). The traveler is eligible for reimbursement of the least expensive method of transportation according to this cost comparison. This cost comparison information shall be included with the Travel Voucher form by the traveler to justify the amount claimed for reimbursement.

INTRA-CITY MILEAGE

Intra-city mileage is defined as the mileage between points visited which are located within one specific town. A traveler may be reimbursed for intra-city mileage provided mileage records are maintained by the traveler and mileage is reported on the Travel Voucher form showing the distances traveled between each point visited, in point-to-point fashion. Without point-to-point mileage distances, the traveler is not eligible to claim intra-city mileage for reimbursement.

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

MILEAGE TO/FROM HOME

Mileage between home and SHSU shall not be claimed for reimbursement, except in emergency situations caused by a threat to public health or safety.

Mileage between home and duty point (or airport) may be claimed for reimbursement if the actual distance traveled is less than the distance from SHSU.

If a traveler makes a trip from home, the Travel Voucher shall bear one of the following statements as applicable to mileage claimed for reimbursement and the mileage shall be calculated accordingly:

- a) "Distance from home is less than or equal to distance from headquarters."
- b) "Mileage claimed is limited to distance from headquarters."

TRANSPORTING OTHERS TO/FROM AIRPORT

A SHSU employee may be reimbursed for mileage when transporting another person to the airport who is also traveling on behalf of SHSU.

A SHSU employee may be reimbursed for mileage reimbursement when he leaves on a business trip and has someone else drive his auto home, instead of leaving the auto in airport parking. He may be able to claim mileage 2-way for each trip to/from the airport. But, limitations do apply to the amount of mileage, which may be claimed for reimbursement in this situation. Call the Travel Office for further information.

TOLL CHARGES

Toll charges are reimbursable when traveling by personally owned automobile, SHSU-owned (or leased) vehicle, or rented vehicle.

PARKING CHARGES

Parking charges are reimbursable when traveling by personally owned automobile, SHSU-owned (or leased) vehicle, or rented vehicle.

Parking expenses need to be itemized on the Travel Voucher form to show each cost and where each expense was incurred.

NON-REIMBURSABLE EXPENSES

If a traveler has trouble while traveling, he may not receive meal, lodging, or mileage reimbursement during the period when SHSU business is interrupted.

If a traveler stays with his personally owned vehicle while it is being repaired, he may not receive meal or lodging reimbursement for that period during which the car is being repaired unless he continues on SHSU business by other means of transportation.

A traveler is not considered to be performing SHSU business while attending to the mechanical failure of his personally owned automobile. Once the car is repaired and he continues on SHSU business, he may resume claiming meal, lodging and mileage reimbursement.

Gasoline and repair costs for a personally owned vehicle are not reimbursable.

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

No additional expense incidental to the operation of a personally owned automobile may be allowed, except for parking and toll charges.

Mileage between a traveler's home and SHSU is not reimbursable under normal circumstances

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

Next review: 2/1/10