Finance & Operations Travel Policy FO-TR-25
Mileage Reimbursement

Personal Vehicle

All travel after March 6, 2013 will be reimbursed at the rate approved by the Texas Comptroller of Public Accounts.


Travelers may use their personally owned vehicle for business purposes if it is more cost effective than renting a car, taking a taxi, using alternative transportations, or if it saves travel time. Travelers authorized to travel by personally owned vehicles will be reimbursed at the state mileage reimbursement rate at the time of travel. Mileage will be calculated from the traveler’s headquarters to duty point or common carrier (airport) and back to headquarters.

Coordination of travel when two or more employees are traveling to the same duty point is encouraged.

Personal or Leased Aircraft

Personal owned or leased aircraft will be reimbursed at the rate approved by the Texas Comptroller of Public Accounts.


Designated Headquarters

Designated headquarters is the location of the traveler’s permanent work assignment. Designated headquarters other than Huntsville, The Woodlands, or University Off-site Recruiter Locations are subject to approval by the Vice President of Finance or designee.

Calculating Mileage

The reimbursement rate is directly tied to the dates of travel.

Travelers requesting mileage reimbursement may select the following options for calculating mileage:

• Vehicle odometer readings, or
• Rand McNally

Basic Information

1. The mileage rate takes into account all actual automobile expenses such as fuel and lubrication, towing charges, repairs, replacements, tires, depreciation, insurance, etc. These and other automobile expenses will not be reimbursed when a personally owned vehicle is used.
2. Parking and toll expenses will be reimbursed when properly documented on the travel reimbursement. Receipts are the prime form of documentation.
3. When two or more persons on University business share a personally owned vehicle, only the driver may claim reimbursement for mileage.
4. Expenses for travel between the traveler’s residence and headquarters (commuting expense) will not be reimbursed.
Mileage in Lieu of Air Travel when Traveling Outside of Texas

A traveler may request mileage reimbursement instead of air travel reimbursement even though air travel is the appropriate form of transportation if such costs shall not exceed the cost of airfare. The cost of airfare is based on the lower of the regular coach fare available, plus transportation costs to and from the airport and estimated parking fees incurred had the traveler opted to use air travel. The traveler should use the Mileage vs. Airfare Form provided on the University’s travel web site to support the reimbursement amount.

Previously Approved Mileage Rates

Travel between 02/01/12 to 03/06/13 - .55 cents per mile
Travel between 05/01/11 to 01/31/12 - .51 cents per mile
Travel between 03/01/10 to 04/30/11 - .40 cents per mile

Approved by: President’s Cabinet
Date: January 7, 2013

Reviewed by: Norma O’Bannon, Director Disbursements & Travel Services
C. Aaron LeMay, Controller
Date: January 2, 2013