

**Finance & Operations Policy FO-TR-04**  
**Mileage**

**1. Purpose**

- 1.1 To provide employees in travel status a guide for allowable mileage reimbursement (between home and external campuses, headquarters and external campuses, and other various duty points) for travel via personally owned vehicle.

**2. Policy**

- 2.1 It is the policy of Sam Houston State University to reimburse employee mileage when traveling on SHSU business if the mileage incurred exceeds the routine mileage from home to headquarters for non-overnight travel. Official point-to-point mileage can be determined using odometer readings or distance calculations from an online mapping tool. The official mileage calculator is Google Maps.
- 2.2 An employee may be reimbursed for the mileage incurred by another person transporting the employee to the airport. The reimbursement for transport may not exceed the amount that which would have been paid if the employee had independently driven and parked at the airport. Employee seeking mileage for transport must provide a cost comparison with the travel expense report.
- 2.3 Coordination of travel should occur when two (2) to four (4) employees employed by the same department travel from the same headquarters to the same duty point at the same time. When coordination of travel occurs, only one of the employees may be reimbursed for mileage. However, mileage incurred to travel to a pick-up point by other employees may be reimbursed. Coordination of travel is not required if it is determined infeasible for business reasons.

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