**DATE**: December 17, 2009

**TO:** Executive Committee Members, Assistant Vice Presidents, Chairs, Directors, Department Heads, Assistants to the Deans and Vice Presidents, and Departmental Administrators

# FROM: Harry S. Lynch, Jr.

#  Executive Vice President for Business Affairs/Chief Financial Officer

# Business Affairs Bulletin No. 03 Fiscal Year 2010

**SUBJECT: Changes to Mileage Rate and Reimbursement**

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In accordance with the State Comptroller of Public Accounts travel guidelines, effective January 1, 2010 the following changes will be implemented in regard to mileage reimbursements for all HSC employees:

* The *Texas Mileage Guide* will no longer be available for calculating mileage reimbursements. State employees will calculate the number of miles traveled by using one of the two methods listed below:
1. **MapQuest.com.** This will be the institutional online mapping source for mileage calculations submitted for reimbursement and the preferred institutional method. Please provide the mileage print out with point-to-point mileage as your backup documentation for reimbursement.

***Or***

1. **Vehicle odometer reading.** A state employee may use vehicle odometer reading to track mileage. If the odometer reading is used to determine the number of miles between points, the supporting documentation must [include](https://fmx.cpa.state.tx.us/fmx/travel/textravel/gen/def/index.php#include) a point-to-point mileage itemization.
* The maximum state mileage reimbursement rate for travel will decrease from 55 cents per mile to **50 cents per mile**. The new rate is consistent with the rate adopted by the Internal Revenue Service. Please refer to <https://fmx.cpa.state.tx.us/fm/travel/travelrates.php> for any additional information.
* Consideration of alternate routes taken may be given as a result of employee safety concerns when determining an employee’s mileage reimbursement.

*\*\*Please note that all backup documentation should include point-to-point mileage itemization for reimbursement to be processed with either method used above\*\**

If you have any questions or concerns, please contact Virginia Rojas in the Office of Accounting at 2-6261 or rojas@uthscsa.edu.

***Please distribute this bulletin to all principal investigators and members of your staff that are responsible for fiscal management and/or are involved in preparing and or approving purchase travel requisitions and travel reimbursement vouchers and/or Local/State Vouchers.***