May 1, 2009

FISCAL MEMORANDUM 09-06

TO: TTI Employees

SUBJECT: Changes in Travel Regulations

The Texas Comptroller of Public Accounts has replaced the State of Texas Travel Allowance Guide with TexTravel. TexTravel provides information on state travel laws and rules to state agencies and institutions of higher education. The website for TexTravel is https://fmx.cpa.state.tx.us/fmx/travel/textravel/index.php. This Web resource is designed to be an easy reference for state agencies and their employees. Links to applicable laws and rules are included.

Please note the changes concerning the following topics:

Computation of mileage reimbursement--Mileage may still be calculated using the Texas Mileage Guide or by point to point computation. However, the point to point computation may be derived from an employee’s odometer reading OR by a readily available electronic mapping service. TTI has designated Rand McNally as the electronic mapping service.

Original signatures--Original signatures are no longer required on paper travel voucher forms.

Travel between residence and an airport--The agency may determine when it is appropriate to reimburse an employee for mileage between a residence and an airport.

Calculation of median rates for out-of-state travel--If a rate for a particular duty point is not listed on the federal rate schedule, the agency may use the rate that is listed for the nearest city or county to the duty point.

If you have any questions concerning travel rules and regulations, please contact Charlene Meier at 845-9855, Walter Winkelmann at 845-9859, or Beth Roach at 845-9931.

Don Bugh
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