December 18, 2009

FISCAL MEMORANDUM 10-04

TO: TTI Employees

SUBJECT: Personal Vehicle Mileage Reimbursements

During the 81st Legislative Session, changes to eligible mileage reimbursement regulations were made. Effective January 1, 2010, miles incurred using “the most cost-effective reasonably safe route” are reimbursable and include:

(1) the route that provides the shortest distance between the origin of the state employee’s travel and the final duty point;
(2) the route that provides the quickest drive time between the origin of the state employee’s travel and the final duty point; and
(3) the route that provides the safest road conditions between the origin of the state employee’s travel and the final duty point.

The new legislation also eliminated the requirement for the State Comptroller’s Office to publish the Texas Mileage Guide. Effective January 1, 2010, employees may calculate the number of point-to-point miles traveled by using their vehicle odometer readings or by using the Rand McNally online mapping service. “Point” is defined as an airport, building, highway intersection or other similarly-localized spot. Each point must be listed separately, along with the number of associated miles claimed.

The State Comptroller’s Office requires that point-to-point itemization be sufficiently detailed to enable TTI and/or state auditors to verify the number of miles claimed. For this reason, when using RandMcNally.com as a source, please submit the printout used to calculate the mileage with the original travel voucher.
Point-to-Point Mileage Calculation Examples

Example 1 based on vehicle odometer readings:

From College Station headquarters, 2929 Research Parkway, via personal auto to Texas Department of Transportation, 125 East 11th Street, Austin to meet with XXXXX regarding XXXXXX.
Beginning odometer = 52,201; Ending odometer = 52,305  104 miles

From Texas Department of Transportation, 125 East 11th Street to TTI Austin Office, 1106 Clayton Lane to meet with staff regarding XXXXX.
Beginning odometer = 52,305; Ending odometer = 52,310  5 miles

From TTI Austin Office, 125 East 11th Street via personal auto to College Station headquarters, 2929 Research Parkway. Return to headquarters.
Beginning odometer = 52,310; Ending odometer = 52,410  100 miles

Example 2 based on Rand McNally:
(Attach a copy of the Rand McNally printout to the original travel voucher)

From College Station headquarters, 2929 Research Parkway, via personal auto to Texas Department of Transportation, 125 East 11th Street, Austin to meet with XXXXX regarding XXXXXX.  104 miles

From Texas Department of Transportation, 125 East 11th Street to TTI Austin Office, 1106 Clayton Lane to meet with staff regarding XXXXX.  5 miles

From TTI Austin Office, 125 East 11th Street via personal auto to College Station headquarters, 2929 Research Parkway. Return to headquarters.  100 miles

If you have any questions, please contact Marie Ethridge at 845-9595.

Don Bugh
Executive Associate Director