



# PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

December 3, 2009

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY 10-32

Distributed via Campus Email

TO: Faculty, Staff, and Students

FROM: Mary Lee Hodge  
Vice President for Business Affairs

RE: New Mileage Calculation Guidelines

State and System audit determinations have implemented revisions to the mileage reimbursement requirements. Mileage will no longer be reimbursed from home to work unless the travel is necessitated by extraordinary circumstances and occurs outside the hours the employee is working (ex: weekends). The state is also allowing the use of online mapping services to calculate mileage reimbursements. However, they are requiring each agency to elect one service to use. Prairie View A&M University will use [www.mapquest.com](http://www.mapquest.com) to calculate their mileage for reimbursements.

Effective January 1, 2010, the Texas Mileage Guide will no longer be available for calculating mileage reimbursements. State employees will calculate the number of miles traveled by using their odometer reading or [www.mapquest.com](http://www.mapquest.com). Beginning immediately, Prairie View A&M travelers may begin calculating mileage using mapquest.

Required documentation for reimbursement:

-Point-to-Point mileage breakdown using odometer readings from headquarters to destination or from alternate origin to destination. Actual building or addresses must be provided for point-to-point mileage breakdown.

The printed copy of driving direction with mileage listed from headquarters to destination or from alternate origin to destination. Whichever method is used, travelers must ensure that mileage from home to headquarters is not included in the calculation of miles.

**Example of point-to-point mileage breakdown:**

|                                                                                  |                      |
|----------------------------------------------------------------------------------|----------------------|
| Beginning Odometer Reading                                                       | <b>12,345</b>        |
| From Prairie View (Headquarters)<br>to TAMU Training Facility in College Station |                      |
| Return to Prairie View<br>Ending Odometer Reading                                | <b><u>12,465</u></b> |
| <b>Total Miles</b>                                                               | <b>120.0 miles</b>   |

**Example of point-to-point mileage from home to duty point on a normal work day.**

|                                                                        |                     |
|------------------------------------------------------------------------|---------------------|
| Departing home in Houston, TX to College Station, TX                   | <b>105.0 miles</b>  |
| Deduction normal mileage to travel to headquarters in Prairie View, TX | <b>-45.0</b>        |
| Travel from College Station, TX to home in Houston, TX                 | <b>105.0</b>        |
| Deduction of normal mileage to travel from headquarters to home        | <b><u>-45.0</u></b> |
| <b>Total reimbursable miles</b>                                        | <b>120.0 miles</b>  |

Whichever method is used, travelers must ensure that mileage from home to headquarters is not included in the calculation of miles.

Please direct all questions or inquiries to the Travel Services office at ext. 1735.

xc: Marilyn Maynard  
Juliette Spivey  
Yadira Perez