



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

January 30, 2006

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY06-09

Distributed via Campus Email

MEMO TO: All University Travelers and Travel Document Preparers

FROM: Mary Lee Hodge
Vice President for Business Affairs

RE: Documentation of Mileage

We need to clarify the mileage rules to ensure that our travel reimbursements are appropriate and meet audit requirements. Effective February 1 2006, we will accept two methods of mileage calculations on requests for reimbursement:

1. The mileage as provided for in the State Mileage Guide at <http://www.window.state.tx.us/comptrol/texastra.html>, or
2. The actual number of miles driven according to the employee's odometer. When using odometer readings a traveler must provide a detailed point-to-point breakdown to document their actual mileage calculations along with beginning and ending odometer readings. The information submitted must include (a) the date of the travel, (b) the beginning odometer reading and address for each starting point of the trip, (c) the ending odometer reading and address for each stopping point of the trip, and (d) the business purpose of the travel.

If you regularly travel to a location that is not in the State Mileage Guide, please contact Ms. Yadira Perez in the Travel Office so that she can assist you in getting that location added to the online guide. If you travel frequently, you may wish to purchase a travel log book from a local office supply store to help you with this documentation requirement. Just be sure that it contains space for the information noted in item two (2) above. The state rules do not allow us to accept mileage from online mapping services such as Mapquest so we are not able to accept that information as documentation.

We appreciate your understanding and efforts in helping Prairie View to meet these requirements. If you have any questions, please feel free to contact the Travel Office.

xc: Dr. George C. Wright, President
Ms. Yadira Perez, Travel Coordinator