



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

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9**

**PAGE
B2-210.3**

SUBJECT

TRAVEL

SUB-TOPIC

TRANSPORTATION ALLOWANCE, Continued

Privately-Owned Automobiles

A. In-State Travel

An employee who travels in-state on official University business by a privately-owned automobile will be reimbursed at the rate of \$.345 per mile, on the basis of the shortest route between origin and destination points. Reimbursement for mileage in the State of Texas is determined by the Official State Mileage Guide published by the Statistical Research Service, Austin, Texas, and will include the use of farm-to-market roads. A mileage table for in-state sites (see Exhibit B5) provides the UTD employee with authorized mileage between the main UTD campus and selected locations within the State of Texas. No expenses incidental to the operation of a private automobile, other than authorized mileage allowances and parking fees, when applicable, are permitted for reimbursement.

An employee whose duties customarily require travel within his/her designated headquarter may be authorized a local transportation allowance for the use of his/her personal automobile. Such allowance will be permitted only with the advance approval of the employee's administrative supervisor.

1. **Four Per Car Rule** - Employees of the same agency traveling by personal automobile to the same duty point must coordinate their travel. Mileage to the duty point will be allowed for one car for every four employees or for any fraction greater than four employees. However, mileage incurred by an employee to meet at a location or pick up other employees to coordinate travel to the duty point may be reimbursed. Employees who cannot coordinate travel in one vehicle due to work-related reasons may be reimbursed for their mileage expense. Prior written approval is required. This provision does not preclude each traveler from receiving other allowable expenses based upon automobile travel time.

When two, three or four UTD employees with the same itinerary on the same dates are required to travel on the same official University business for which travel reimbursement for mileage in a personal car is claimed, such