



ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL

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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 \$.505 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. A state mileage guide is available that includes a calculator of mileage reimbursement rates between cities (see Exhibit B5-A). 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



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Mileage reimbursement may be claimed and allowed for only one of the employees, subject to the following provisions:

- a. If more than four employees attend such meetings or conferences in more than one car, full mileage will be allowed for:
 - 1) One car per each four employees, and
 - 2) For any other cars with a fraction in excess of a multiple of four employees.
- b. If, in any instance, it is not feasible for these two, three or four employees to travel in the same car, then **prior written approval of the President or his/her designee must be secured.** This written approval will be considered authorization and the basis for travel reimbursement for each person so authorized to use his/her personal car for the official travel. This written approval must be attached to each claimant's Travel Voucher form.

B. Out-of-State Travel

The same reimbursement rate (\$.505 per mile), limitations, and restrictions for in-state travel apply to out-of-state travel in private automobiles. Reimbursement for out-of-state travel will be determined as follows:

1. **Points Served by Airlines** - Employees who travel out-of-state by personal automobile receive mileage (\$.505) limited to the average coach airfare plus the reasonable expenses of transportation to the airport and the parking expense the employee would have incurred at the airport except where the cost of mileage is less.

Employees who transport additional employees out-of-state may include the average coach airfare of each employee when comparing mileage to the average coach airfare. The claim is limited to the cost of the mileage.

2. **Points Not Served by Airlines** - Employees who travel by personal automobile to duty points, not served by air, receive mileage (\$.505) limited to the average coach airfare to the nearest city serviced by air, mileage from



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the nearest city to the duty point plus the reasonable expenses of transportation to the airport and the parking expense the employee would have incurred at the airport except where the cost of mileage is less.

Allowable expenses for the owner of the vehicle are determined by use of an airline schedule (plus mileage to the nearest airport from points not covered by commercial airlines) had the employee chosen to travel by air.

C. Computing Expenses

When computing expenses for out-of-state travel, the employee may use the flight schedule for any regularly scheduled commercial airline flight on the date prior to the date he/she needs to be at the out-of-state destination. The employee may also use the flight schedule for any regularly scheduled commercial airline which has flights returning from the out-of-state destination on the day following the completion of official University business. Travel Vouchers (see Exhibit B2) should be supported with schedule data provided by an airline or its authorized representative.

The actual mode of transportation and travel time must be shown on the Travel Voucher, and the claim for reimbursement may be made for any amount of expenses up to the maximum allowed by law.