Mileage Reimbursement

Purpose

The purpose of this policy is to provide guidance regarding expectations of mileage reimbursement.

Persons Affected

All faculty, staff, and students in the College of Sciences and Mathematics (CoSM) that travel to conduct SFA business.

Policy

The maximum mileage reimbursement rate for use of an employee's personal vehicle is established by state regulation and is subject to change. The university president may establish a lower rate than the state rate.

The number of reimbursable miles traveled using a personal vehicle may not exceed the number of miles of the shortest route, regardless of the route actually driven. Google Maps or MapQuest must be used to calculate the mileage between two locations (if the locations are in the map website database). When both locations are in the map website database, the traveler may be reimbursed for personal vehicle usage for the number of miles calculated by the map website, unless auto rental or airfare is more cost-effective. When one or both locations are not in the map website database, the number of reimbursable miles is calculated using the traveler's odometer. Mileage determined by use of the traveler's odometer must be itemized on a point-to-point basis on the travel expense report. The Point-to-Point Odometer Log can serve this purpose. Any business-related vicinity mileage at the destination location must also be itemized separately on a point-to-point basis. For purposes of this paragraph, "point" means a building, house, highway intersection, or other similarly localized spot.

A copy of the Google Maps or MapQuest mileage calculation must be uploaded to the SAP Concur travel expense report, clearly stating the starting and ending duty points. If utilizing the Point-to-Point Odometer Log, it must be uploaded to the SAP Concur travel expense report.

It may be most cost-effective to rent a vehicle rather than drive a personal vehicle or fly. The university contract with Enterprise includes no additional charge for picking up a rental in Nacogdoches on Saturday (or after 4 p.m. on Friday) for travel beginning on Sunday. In addition, there are no drop off fee for one-way rentals in Texas. Therefore, it may be more cost-effective to drive a rental vehicle to the airport and drop it off there than to use a personal vehicle and pay airport parking fees. Travelers are encouraged to use the vehicle cost comparison calculator to compare the auto rental vs. the personal vehicle costs.

A state agency is not required to reimburse employees at the maximum rate. A state agency may specify a mileage reimbursement rate that is lower than the maximum allowable rate per mile under the Texas Government Code Section 660.007(b). State law mandates that each travel arrangement be the most cost-effective considering all relevant circumstances.

Therefore, the College of Sciences and Mathematics shall issue reimbursement in the most cost-effective manner and shall be taken as the minimum of personal vehicle and auto rental costs as provided by the vehicle cost calculator.

Related Statutes or Regulations, Rules, Policies, or Standards

Texas Government Code Section 660.007(b)
SFA Travel - Mileage Reimbursement

Responsible Executive

Dean, College of Sciences and Mathematics

Revision History

August 25, 2026 (Original)