Texas Comptroller Rental Vehicle vs. Personal Mileage Calculator

This calculator is the state's recommended site to compare the estimated cost of renting a vehicle to reimbursing for personal mileage.

Link to calculator: https://fmx.cpa.texas.gov/fmx/travel/mileage/ instructions below on page 2.

Links to: Google Maps or MapQuest.

Links to: Enterprise Rent-A-Car Use this link to book your vehicle. Do not book Enterprise through Concur (CTP).

This procedure is issued in accordance with Stephen F. Austin State University (SFASU) Travel Policy HOP 05-106, and applies to all University faculty, staff, students and guests traveling on official SFASU travel/business. University travelers may be reimbursed for mileage incurred to conduct official SFASU travel/business while using a personal vehicle if it is the most cost-effective as compared to car rental.

Mileage Rate

The reimbursement may not exceed the total of the number of miles traveled for business multiplied by the maximum mileage reimbursement rate per Texas Government Code, Section 660.042. The mileage reimbursement rate is inclusive of all expenses associated with the employee's use of his or her vehicle. The mileage reimbursement rate applies to electric and hybrid-electric automobiles, as well as gasoline and diesel-powered vehicles.

Cost Comparison

State guidelines require SFASU to minimize the amount of travel expenses reimbursed by ensuring that each travel arrangement is the most cost-effective considering all relevant circumstances. When a traveler elects to use their personal vehicle for official SFASU travel, a "Constructive Rental Car cost" comparison must be provided. These are used to determine the lesser cost of reimbursing mileage.

Route Determination

The number of reimbursable miles may not exceed the number of miles of the most cost-effective, reasonably safe route between a traveler's origin of travel and the final duty point. The number of miles traveled for official SFASU travel/business to a location not on the Concur system must be documented by point-to-point itemization. Point-to-point mileage may be documented by a traveler's vehicle odometer reading on the University Mileage Reimbursement Log or by using the links above.

Note: An increase in the number of miles incurred due to an employee receiving inadequate directions or being lost is not reimbursable.

Mileage Reimbursements

Travelers may be reimbursed for mileage incurred to conduct official SFASU travel/business while using a personal Vehicle. The traveler is responsible for all supporting documentation and receipts to be submitted on a Concur Expense Report.

*****The University will reimburse the traveler for the lesser of, the constructive car rental quote, or the mileage. Fuel receipts will only be reimbursed when they are associated with a rental car.**

*****If the traveler is to be reimbursed the higher rate of the car rental quote vs the mileage, a written authorization from the Department Head providing justification for the use of the higher amount, must be paid from discretionary funds, and the justification must be attached to the travel expense report.**

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Texas Comptroller Rental Vehicle vs. Personal Mileage Calculator: Instructions for Use

1. Use Google Maps or MapQuest to calculate and enter total miles for trip (both ways). ***
2. Input total days that a rental car would be needed. If driving to an airport for a flight select the “Airport One-Way Daily Rate” for two days.
3. Enter daily rental rate. Use link on calculator to review the standard, compact or economy rates for Enterprise.
    - If any other type of vehicle is chosen, a completed T-Card Exception Form with a justification is required prior to reservation being made. This form must be cosigned by a colleague in the travel office.
4. Enter the state average for one gallon of gas in Texas via the link on the calculator.
5. Input current mileage reimbursement rate in cents. No decimal point is necessary
6. Select the vehicle size that matches the rental size selected on #3.
7. Add any expected fees or taxes associated with the rental. If none, input 0.
8. Click “Submit”.
9. Attach an image of the results to the Concur Request. Enter the **lesser of the, the constructive car rental quote, or the mileage** on your Concur Request.

Both the image of the comparison chart and the lesser of the calculated results must the attached and enter on the Expense Report.

Input Variables	In-State	Out of State
Total Miles to be Driven	1	
Total Days in Trip	2	
Daily Rental Vehicle Rate	3 $	$
Cost of Gasoline per Gallon	4 $	$
Mileage Reimbursement Rate	5 ¢ (Ex: if current rate is 53.5 enter it as 53.5, if current rate is 50.0 enter 50 or 50.0)	¢ (Ex: if current rate is 54.5 enter it as 54.5, if current rate is 50.0 enter 50 or 50.0)
Rental Vehicle Estimated Gas Mileage (MPG)	6 -- Select --	-- Select --
State/Local Taxes & Addt'l Surcharges/Fee	7 $	$

Calculated Results Reset Submit

Personal Mileage Reimbursement Cost	In-State Mileage	Out-of-State Mileage
Mileage	$ 0.00	$ 0.00

Rental Vehicle Costs	In-State	Out-of-State
Rental Rate	$ 0.00	$ 0.00
State/Local Taxes & Addt'l Surcharges/Fees	$ 0.00	$ 0.00
Refueling	$ 0.00	$ 0.00
Total	**$ 0.00**	**$ 0.00**