
From: Office of the Executive Vice President for Finance & Administration <evpfa@UTRGV.EDU>
Sent: Monday, December 7, 2015 4:01 PM
To: EMPLOYEES@LISTSERV.UTRGV.EDU
Subject: UTRGV Mileage Guidelines
Attachments: UTRGV Inter Valley Travel Guidelines.DOCX



December 7, 2015

TO: UTRGV Faculty and Staff

FROM: The Office of Finance and Administration

RE: UTRGV Mileage Guidelines

Below are the most recent UTRGV mileage guidelines pertaining specifically to in valley and inter campus mileage reimbursements. Please note these guidelines are subject to change if in the best interest of the University and will be reevaluated in the Spring to ensure cost effectiveness and to determine if any modifications are needed at that time.

For further questions or clarification regarding these guidelines, please contact Gricelda Saavedra from the Travel Office at (956) 665-2168 or via email at travel@utrgv.edu. Thank you.

IN VALLEY MILEAGE REIMBURSEMENT GUIDELINES (INCLUDING INTER CAMPUS MILEAGE)

A. Background & Purpose

These guidelines address in valley mileage reimbursements, including inter-campus mileage reimbursements, and augment UTRGV's Handbook of Operating Procedures ADM 10-602 Travel Policy. The purpose of the guideline is to establish consistency in reimbursements in a manner that makes efficient use of resources while complying with the state's travel services policy.

This guideline applies to faculty and staff traveling in personal vehicles on official UTRGV business (1) within the Rio Grande Valley and/or (2) between UTRGV campus locations.

NOTE: Students are specifically excluded from this policy; for additional information regarding Student Travel, please refer to the Handbook of Operating Procedures STU 01-300.

In rare circumstances when students are required to travel, an Authorization for Student Travel form approved by the Dean of Students must be on file. Students are required to travel with a full-time UTRGV employee (faculty or staff) authorized to travel on official UTRGV business.

B. Guideline

1. All travelers must obtain prior approval from the traveler's immediate supervisor and the appropriate account manager in accordance with UTRGV's Travel Policy (HOP ADM 10-602) by submitting a Travel Request Form through UTRGV's procurement system. Individuals anticipating regular In Valley or Inter Campus travel during the fiscal year can obtain this prior approval by submitting the Travel Request Form with a description of the regular travel and an estimate of the travel costs for the fiscal year.

2. **In Valley Mileage**

Mileage incurred while traveling within the Rio Grande Valley (Starr, Hidalgo, Cameron, and Willacy counties) on official UTRGV business will be reimbursed as follows:

- a. The mileage reimbursement rate set by the State Comptroller will be used (unless a lower rate has been elected, see b. below) and the mileage will be based on the shortest, most cost effective and reasonably safe route. Longer routes, if chosen, must be justified and an explanation must be included as part of the travel reimbursement request. In accordance with State Comptroller guidelines, UTRGV has chosen MapQuest as the mileage tool for benchmarking the most efficient and safest route
- b. In an effort to conserve UTRGV funds, department heads may choose a lower mileage reimbursement rate. If choosing a lower rate, department heads are responsible for communicating in writing this rate to their respective areas and employees prior to travel
- c. Direct Route must be used when it is the most cost effective method for UTRGV

3. **Inter Campus Mileage**

Mileage incurred while traveling between campus locations (Brownsville, Edinburg, Rio Grande City and South Padre Island) will be reimbursed as follows (note that travel within city limits is not reimbursable unless specifically excepted, see section 6. below):

- a. The University has adopted a mileage rate that is lower than the maximum allowed by the state for expenses and reimbursements related to Inter-Campus Mileage

b. Rates for FY 2016 are set as below:

Travel To Locations:											
Travel From Locations:		Brownsville		Edinburg		Harlingen		Rio Grande City		South Padre Island	
		Miles	Amount	Miles	Amount	Miles	Amount	Miles	Amount	Miles	Amount
Reimbursement Rate	\$0.23										
Brownsville		n/a		131.2	\$30.18	50	\$11.50	205.7	\$47.31	59.4	\$13.66
Edinburg		131.2	\$30.18	n/a		90.4	\$20.79	105	\$24.15	160.4	\$36.89
Harlingen		50	\$11.50	90.4	\$20.79	n/a		164.4	\$37.81	76.6	\$17.62
Rio Grande City		205.7	\$47.31	105	\$24.15	164.4	\$37.81	n/a		234.2	\$53.87
South Padre Island		59.4	\$13.66	160.4	\$36.89	76.6	\$17.62	234.2	\$53.87	n/a	
Direct Route		Miles and Amount will depend on Direct Route To and From locations. Direct Route may be used when it is the most cost effective method for UTRGV while traveling between campus locations.									

4. Travel within the city limits is not reimbursable
5. Reimbursement of mileage at the set mileage rate is inclusive of all expenses, including fuel and repairs (including windshield cracks), associated with the operation of a personally owned or personally leased vehicle
6. Mileage associated with meals or to conduct personal business is not reimbursable, including travel expenses between a personal residence and the place of employment, or for travel to and from lunch
7. Exceptions to this travel policy may be approved when necessary to meet special circumstances or when it is in the best interest of the University. Requests for exceptions must be formally justified by the traveler, documented and approved by the division head
8. Erroneous Reimbursements. The payment of a reimbursement request containing an unallowable travel expense is not an endorsement of the legitimacy of the reimbursement. Employees must promptly reimburse the University for any and all inappropriate reimbursements
9. Additional Requirements

Some sources of institutional funds (such as gifts or grants) may impose additional restrictions. It is the responsibility of the traveler and the account manager approving the travel to adhere to and comply with those restrictions

10. Coordination of Transportation

Coordination occurs when two or more employees, employed by the same department, travel from the same headquarters to the same duty point at the same time. When coordination occurs, only one of the employees may be reimbursed for mileage; however, all travelers must obtain prior approval to travel by submitting a Travel Request Form (refer to Section B.1 above). Mileage incurred to pick-up other employees for business travel may be reimbursed. Coordination is not required if it is determined infeasible for business reason. UTRGV's available transportation program(s) for Coordination of Transportation include:

- a. Public Transit - Utilizing the public bus system within their available schedules. This includes but is not limited to Valley Metro, Metro Connect, Metro McAllen, Brownsville Metro, and Island Metro
- b. Private Bus Operators - Utilizing the private bus system within their available schedules. This includes but is not limited to Valley Transit Company, Tornado, and similar companies

11. Insurance and Driver's License Requirements

Employees utilizing their personal vehicles for conducting official UTRGV business must comply with UTS 157 (<http://www.utsystem.edu/board-of-regents/policy-library/policies/uts157-automobile-insurance-coverage-officers-and-employees>). The policy mandates the following:

- a. Employees must have a valid driver's license issued by the United States state where they permanently reside that is not currently suspended or revoked
- b. Employees must carry auto liability insurance that meets the minimum requirements in their United States state of residence
- c. Employees must be advised that:
 - i. Their personal insurance is primary and the UT System Hired/Non-Owned policy of insurance is secondary to the employee's personal auto liability insurance in the event of any claim or litigation
 - ii. The Hired/Non-Owned policy provides liability-only coverage for employees using their personal vehicle while conducting official UTRGV business. This coverage is secondary to any personal auto insurance the employee has, and is only for property damage or bodily injury to third parties. It does not provide any physical damage coverage for damages sustained to the employee'

For additional information, please refer to UTS157 on Automobile Insurance Coverage for Officers and Employees and General Requirements for the Use of Vehicles.

C. Definitions

1. Account Manager - individual employee who acts as an approver and is responsible for verifying the legitimacy, appropriateness, and necessity of transactions recorded against the project
2. Coordination of Transportation - Refers to University employees traveling together in one personally owned or rented vehicle
3. Erroneous Reimbursement – The payment of a reimbursement request containing an unallowable travel request

D. Applicable Forms

University of Texas Rio Grande Valley’s Travel Requisition Form, Inter Campus Mileage Form and Travel Voucher available through the e-procurement system

Division of Finance and Administration

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One West University Blvd. 1201 West University Drive 2102 Treasure Hills Blvd.
Brownsville, Texas 78520 Edinburg, Texas 78539 Harlingen, Texas 78550