

Mileage Overview

View the travel website [Mileage](#) link for more University mileage information.

- The Mileage reimbursement is directly tied to the dates of travel. The IRS may change this rate at their discretion based on information pertaining to fuel costs, etc.
- Mileage may only be calculated when operating a personal vehicle.
- Mileage is calculated from designated headquarters to the duty point and back to the designated headquarters.
- Designated headquarters is the location of the traveler's permanent work assignment either: 601 University Drive, San Marcos, TX 78666 or 1555 University Blvd, Round Rock, TX 78665.
- MapQuest or Odometer readings must be used when calculating miles driven:
- Attach the MapQuest document reporting the total trip miles and mileage rate calculation or report the MapQuest Chart Number (e.g. MQ#1) on the Expense Report.
- If the Odometer method is used, attach a [T-3 Daily Mileage Worksheet](#) to the Expense Report.

MapQuest Mileage Chart Overview

The Travel Office has created a MapQuest Mileage Chart with the allowed mileage for travel between commonly used travel destinations within Central Texas. Rather than attaching the MapQuest print out for these, the Traveler can simply refer to the chart, use the miles/amount calculated and reference the MapQuest Mileage Chart Number on the Expense Report. This will eliminate the need to print, scan, and attach the documentation when traveling to these locations.

- You may claim less than the MapQuest Mileage Chart by stating 'Claiming less than MQ#01' in the applicable part of the travel Expense Report. Enter the lesser mileage amount and do not attach MapQuest documentation.
- The miles/amount calculated **does not** include the amount of any tolls paid. Tolls are listed separately on the Expense Report and the required documentation must be attached to support the expense amount.
- When traveling in Texas using a personal vehicle you can use the toll road estimator as support for expense reimbursements for toll charges incurred. Using the toll estimator means you will not have to wait for the actual toll statement to submit the travel Expense Report. Select one of the following links for the State of Texas toll calculator:
 - [Texas Tolls](#) link gives information for all tolls areas in Texas.
 - [Austin Tolls](#) link displays an interactive toll calculation method in Austin.

MapQuest Mileage Chart Instructions

The MapQuest Mileage Chart has 32 commonly used travel destinations. The chart is located at [Mileage](#) (scroll down to the MapQuest Chart section and select the correct year). The following instructions are the same regardless of the year on the chart, but these examples show the 2017 chart data.

MAPQUEST MILEAGE CHART LOCATION KEY FOR 01/01/2017 TO 12/31/2017					
TxSt	Texas State University	601 University Drive, San Marcos TX 78666			
RRC	Round Rock Campus	1551 University Boulevard, Round Rock, TX 78665			
SBDC	Small Business Development Center	Whitney Building, 7719 Wood Hollow Drive, Suite 211, Austin, TX 78731			
TSUS	Texas State University Systems	200 East 10th Street, Thomas J Rusk Building 600, Austin, TX 78701			
MAPQUEST NUMBER	TRIP TYPE	TO AND FROM DESCRIPTION	MILES	RATE	AMOUNT
MQ#01	Round Trip - Toll Road Both Ways	TxSt to RRC	137.08	0.535	\$ 73.34
MQ#02	Round Trip - Toll Road One Way	TxSt to RRC	121.91	0.535	\$ 65.22
MQ#03	Round Trip - No Toll Roads	TxSt to RRC	106.74	0.535	\$ 57.11
MQ#04	One Way - Toll Road	TxSt to RRC	68.54	0.535	\$ 36.67
MQ#05	One Way - No Toll Road	TxSt to RRC	53.37	0.535	\$ 28.55

On the TRAVELTRacks Expense Report:

- Select the 'MILEAGE' expense type on the 'Enter Receipts' screen.
- Enter the absolute mileage dollar amount (e.g. 73.34) from the MapQuest Mileage Chart.
- Enter the MapQuest Mileage Chart Number (e.g. MQ#1) in the 'Comment:' section of the 'MILEAGE' expense type.

Receipts in This Expense Report

New Entry

Status	Expense Type	Receipt Amount	Receipt Date	Confirmed	Origin
<input checked="" type="checkbox"/>	MILEAGE	73.34	01/29/2017	<input type="checkbox"/>	Entered Manually

Comment:

On the e-NPO Travel Expense Report:

- Enter the MapQuest Mileage Chart Number (e.g. MQ#1) in the '2. Additional Notes/Comments or any special handling instructions:' section.

2.) Additional Notes/Comments or any special handling instructions:

- Enter the absolute mileage dollar amount (e.g. 73.34) from the MapQuest Mileage Chart in the 'Amount' column of the 'Account to be charged information' area.

Account to be charged information:

GL Account	Cost Center	Fund	Order/Funded Program	NBS	Amount
1. 710200	0123456789	0123456789			73.34