

From: Murphy, Jennifer
Sent: Thursday, September 17, 2009 4:49 PM
To: GRP-Travel Program Contacts; GRP-APS Customer Advisory Group
Subject: Notification & Guidance: MapQuest mileage reimbursement requests

Good Afternoon,

This e-mail is for travelers, employees that support travelers, and approvers of travel vouchers. Please forward to the appropriate employees in your department.

We want to:

- remind you of the TX State Comptroller requirement related to mileage reimbursements that became effective September 1, 2009, and
- provide you guidance on how to comply with this requirement.

Reminder

Excerpt from [INT114 – Travel Policy](#)

3.1.1.2 Mileage Reimbursement Limitations

Effective September 1, 2009 – The state comptroller has determined that mileage reimbursement shall 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 reimbursement request. Per state comptroller guidelines, UT System has chosen MapQuest as the mileage tool for benchmarking the most efficient and safe route.

Guidance

- When MapQuest is used to determine the amount of mileage the traveler is requesting to be reimbursed, the user must click on the **Shortest Distance** button in the **Directions Options** section (located below the Ending Location). See the MapQuest example below; depending on your settings, the yellow circle around the Directions Options section may have shifted.
- Please note that MapQuest automatically defaults to shortest time, so the user must select shortest distance each time.
- Departments are responsible for ensuring that this is occurring. OSS-Accounting & Purchasing Services will not be retyping addresses into MapQuest to ensure that a traveler selected the shortest distance before processing the reimbursement request. If auditors find non-compliance with this requirement in their review of reimbursements, it is the traveler and the department approver that will be held accountable.

If you have questions, please contact [Becky Mendez](#), OSS-APS.

Thank you,

Jenny

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Maps

Directions

What's New

Start

International: [US & Canada](#)

Find a Business (optional)  

e.g., Borders or Bookstores

Saved & Recent

Address or Intersection

City



State

ZIP Code



End



Find a Business (optional)  

e.g., Borders or Bookstores

Saved & Recent

Address or Intersection

City

State

ZIP Code

Directions Options

Shortest Time Shortest Distance

Avoid

Highways Seasonally Closed Roads
 Toll Roads

 [Use Copy & Paste Forms](#)

Get Directions