

From: Murphy, Jennifer

Sent: Friday, September 18, 2009 11:47 AM

To: GRP-Travel Program Contacts; GRP-APS Customer Advisory Group

Subject: RE: Notification & Guidance: MapQuest mileage reimbursement requests

Good Morning,

We had a question regarding safety. The TX Comptroller sites safety as a reason that an alternate route maybe necessary.

In this situation, please follow the travel policy (highlighted below) by documenting that the route taken was longer than the shortest distance due to personal safety. This documentation must be included in the reimbursement request for the approver(s) to review.

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.

Thank you,
Jenny

Jennifer C. Murphy, CPA, CPM, CPPS
Director of Accounting and Purchasing Services
U. T. System Administration
(512) 499-4366 phone