

From: Murphy, Jennifer
Sent: Tuesday, December 06, 2005 2:53 PM
To: GRP-APS Customer Advisory Group
Subject: FW: Travel Update

Good Afternoon,

Please make the electronic travel voucher preparers in your office aware of the change in the mileage reimbursement rate (highlighted below).

Thank you.

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Assistant Director of Accounting and Purchasing Services
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From: Sutherland, Nancy
Sent: Tuesday, December 06, 2005 2:38 PM
To: GRP-Travel Program Contacts
Subject: Travel Update

Change In The Mileage Reimbursement Rate

The Texas Comptroller of Public Accounts has announced a revised mileage reimbursement rate effective January 1, 2006. The new rate will be 44.5 cents per mile.

The mileage reimbursement rate through December 31, 2005 is 48.5 cents per mile.

Holiday Travel

For those of you traveling during the holiday season, please keep the following in mind:

- Allow plenty of time for check-in. Airports (and airport security) will be busier than normal
- Leave packages unwrapped. Airport security has the authority to unwrap and inspect all packages
- Airlines may revise baggage restrictions for the holiday season. As applicable, be sure to check excess baggage restrictions for domestic travel as well as restrictions on what can be placed in checked luggage for international travel.
- When traveling with children under the age of 18 (for domestic or international travel), carry birth certificates for each child with airline tickets and other travel documents

State Contract Airfares

No real news to report...I wish I had something positive to tell you.

At this point, the Texas Building and Procurement Commission is working to secure contracts for travel effective January 1, 2006. But, as of today, state contract fares (on all major airlines) expire December 31, 2005.

Nancy
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