

From: Murphy, Jennifer
Sent: Friday, September 01, 2006 10:50 AM
To: GRP-APS Customer Advisory Group
Subject: Information to share - Travel and GGVs

Good Morning,

If your department does not use appropriated funds, please disregard this e-mail. Appropriated funds are in accounts starting with a 53, 63, or 54-0100.

1. **Mileage Documentation Change** -- If individuals in your department travel using appropriated money they need to be aware that the [State of Texas Travel Allowance Guide, June 2006](#) (Section 4.03) requires that a documented odometer reading from the employee's vehicle be included with the request for mileage reimbursement. The only exception to this is if an employee is driving from two points that are both listed in the [Texas Mileage Guide](#); in this case, the mileage in the guide is used. Tools, such as mapquest.com, are no longer considered adequate documentation when appropriated money is used. Marcia Boling, UT Austin, will return travel vouchers when an odometer reading is not attached. If you have questions, please contact [Becky Mendez](#), OSS-APS or [Marcia Boling](#), UT Austin.
2. **GGVs Add a note** – At the time your department is creating a GGV in DEFINE, consider if appropriated funds will be used to pay the vendor. If so, **add 'Notes' to the GGV**, prior to approving it, to inform Ramona, UT Austin, that this VID needs to be given a State mail code. By including this thought process upfront, it will cut down on delays at the time of payment. If you have questions, please contact [Becky Franklin](#), OSS-APS.

Thank you,
Jenny

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