

# The University of Texas at Tyler

## Actual Mileage Report

**NOTE: This form is for travel occurring between Jan. 1 and December 31, 2025**

**Departments must determine the most cost effective means of travel--rental car vs. personal car.**

**Budget authority approval must be obtained prior to traveling by personal car.**

Name: \_\_\_\_\_ EMP/POI ID: \_\_\_\_\_

Comments:

Business Purpose:

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Travel

Date From: \_\_\_\_\_ Date To: \_\_\_\_\_

Miles are recorded point-by-point. "Point" is defined as a building, house, highway intersection, or other similarly localized spot where UT Tyler business is conducted. Point-by-point mileage may be determined by either an employee's odometer reading or by UT Tyler's designated online mapping service, MapQuest. Use the table below to record mileage. Reimbursements are to be based on the most cost-effective and reasonably safe route between origin and destination.

## **State Comptroller allowed maximum rate is 70 cents per mile for Jan. 1 to Dec. 31, 2025**

This Actual Mileage Report must be attached prior to saving and submitting the Expense Report.

<http://www.mapquest.com>

revised 01/2025