The University of Texas at Tyler Actual Mileage Report

NOTE: This form is for travel occurring between Jan. 1 and December 31, 2024

Departments must determine the most cost effective means of travelrental car vs. personal car. Budget authority approval must be obtained prior to traveling by personal car.				
Name:	EMP/POI ID:			
Comments:				
Business Purpose: Travel Authorization #:	Location:			
Date From:	Date To:			
Miles are recorded point by point "Deint"	lie defined as a building bayes highway interpretien or other similar			

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 67 cents per mile for Jan. 1 to Dec. 31, 2024

Date	From	То	Mileage	@ .67/mile
			0.00	0.000
			0.00	0.000
			0.00	0.000
			0.00	0.000
			0.00	0.000
			0.00	0.000
			0.00	0.000
			0.00	0.000
			0.00	0.000
			0.00	0.000
			0.00	0.000
			0.00	0.000
			0.00	0.000
			0.00	0.000
			0.00	0.000
			0.00	0.000
			0.00	0.000
			0.00	0.000
			0.00	0.000
			0.00	0.000
			0.00	0.000
			0.00	0.000
			0.00	0.000
		Subtotal	0.00	0.000
# of miles to be entered on Expense Report/ UT Share PeopleSoft only accepts whole numbers		Totals	0.00	0.000

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

http://www.mapquest.com
revised 12/22/2023

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NOTE: This form is for travel occurring between Jan. 1 and December 31, 2023

epartments must determine the most cost effective means of travelrental car vs. personal car. Sudget authority approval must be obtained prior to traveling by personal car.				
Name:	EMP/POI ID:			
Comments:				
Business Purpose: Travel				
Authorization #:	Location:			
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 65.5 cents per mile for Jan. 1 to Dec. 31, 2023

Date	From	То	Mileage	@ .655/mile
			0.00	0.000
			0.00	0.000
			0.00	0.000
			0.00	0.000
			0.00	0.000
			0.00	0.000
			0.00	0.000
			0.00	0.000
			0.00	0.000
			0.00	0.000
			0.00	0.000
			0.00	0.000
			0.00	0.000
			0.00	0.000
			0.00	0.000
			0.00	0.000
			0.00	0.000
			0.00	0.000
			0.00	0.000
			0.00	0.000
			0.00	0.000
			0.00	0.000
			0.00	0.000
		Subtotal	0.00	0.000
	tered on Expense Report/ only accepts whole numbers	Totals	0.00	0.000

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

http://www.mapquest.com
revised 01/2023