

# REIMBURSEMENT FOR MILEAGE EXPENSES

1. Please visit the [Comptroller of Public Accounts](https://fmx.cpa.texas.gov) website for the current mileage rate:

The screenshot shows the website for the Texas Comptroller of Public Accounts, specifically the 'Current Rates' page for 'Fiscal 2017 Travel Reimbursement Rates'. The page is titled 'Current Rates' and has a sub-header 'Fiscal 2017 Travel Reimbursement Rates'. Under the 'Employees' section, there is a table with the following data:

In-State or Out-of-State Meals and Lodging	Refer to the GSA's federal <a href="#">Domestic Maximum Per Diem Rates</a> , effective Oct. 1, 2016.  If the city is not listed, but the county is listed, use the daily rate of the county.  For locations not listed (city or county), the daily rates are: <ul style="list-style-type: none"><li>• Lodging In-State: up to \$85</li><li>• Lodging Out-of-State: up to \$89 (Sept. 1 – 30, 2016)</li><li>• Lodging Out-of-State: up to \$91 (Oct. 1 – Aug. 31, 2017)</li><li>• Meals In-State/Out-of-State: up to \$51 (Sept. 1 – Aug. 31, 2017)</li></ul>
In-State or Out-of-State Non-Overnight Meals	Not to exceed \$36 daily
<b>Automobile Mileage</b>	54 cents per mile (Sept. 1 – Dec. 31, 2016) 53.5 cents per mile (Jan. 1 – Aug. 31, 2017)
Aircraft Mileage	\$1.25 per mile (Sept. 1 – Dec. 31, 2016) \$1.15 per mile (Jan. 1 – Aug. 31, 2017)

A red arrow points to the 'Automobile Mileage' row in the table.

2. Calculate the total amount of mileage using any online map service, stating the starting and destination points of travel, **print and submit along with invoice**:

The screenshot shows the Mapquest website with a route calculated from College Station to William P Hobby Airport (HOU). The route is highlighted in green on the map. The distance is 105 miles and the estimated travel time is 1 hr 47 min. A red arrow points to the route information box.

3. State the calculated amount of miles (to/from) from #2. using the current rate from #1. directly on the invoice under expenses:

EXPENSES		
DATE	DESCRIPTION	TOTAL
04/23/2017	Mileage: College Station, TX to Houston Hobby Airport & return; 210 total miles @ 53.5 cents per mile	\$112.35
<i>• PROOF OF EXPENSE AND/OR PAYMENT IS REQUIRED AND MUST BE INCLUDED WITH INVOICE</i>		
TOTAL		\$112.35