PROCEDURE LIT.4.03.02
MILEAGE, PARKING, AND TOLLS

SCOPE: Faculty and Staff

1. Reimbursement of Mileage

1.1. The mileage reimbursement rate is based on the General Appropriations Act and is published in Textravel. The authorized rate can be found at: https://fmx.cpa.texas.gov/fmx/travel/textravel/rates/current.php.

1.2. A traveler may not be reimbursed for mileage incurred between the traveler's residence and designated headquarters unless it is necessitated by extraordinary circumstances.

1.3. Mileage reimbursements are calculated between the traveler's designated headquarters and the duty point, regardless of the time of travel.

1.4. With the exception of tolls and parking expenses, a mileage reimbursement is inclusive of all expenses associated with the traveler's operation of a personally owned or leased vehicle including damage to the vehicle from any cause.

1.4.1. Lamar Institute of Technology (LIT) is not liable for the traveler's insurance deductible or any other cost associated with an accident or vehicle damage.

1.5. Travelers may be reimbursed for mileage between designated headquarters and the airport when flying.

1.6. When determining the route of travel, a traveler may consider distance, travel time, and safety when determining their route.

1.7. The number of miles traveled must be calculated using Google Maps on a point-to-point basis.

1.7.1. Print "text only" directions to and from the duty point to show mileage.

1.7.2. The electronic mapping service calculation(s) must be included with the travel request.

1.8. Where flying is the most cost-effective manner of travel and a traveler wishes to drive in lieu of flying, the mileage reimbursement or vehicle rental reimbursement is limited to the amount LIT would have paid for the traveler to fly to the duty point plus other transportation costs that would have been incurred.

1.8.1. To receive reimbursement, a detailed calculation comparing the costs must be attached to the travel reimbursement request.

2. Reimbursement of Parking and Toll Expenses

2.1. Parking and toll expenses incurred during official state business are reimbursable, whether the traveler is using a personally owned or leased vehicle or a rented vehicle.

2.2. Receipts are required for parking expenses.

2.3. When available, toll receipts should be submitted with the travel reimbursement request.

2.3.1. Due to the delay in acquiring support for charges when utilizing a toll tag, alternative documentation may be submitted to substantiate such toll charges.

2.3.2. Alternative documentation may include toll tag statements or other reasonable documentation including but not limited to a toll calculator provided by the toll road operator.

Related Policies: LIT.4.03 Travel

Relevant Forms/Documents: Request to Travel, Travel Voucher, Request to Increase Maximum Lodging Rate, Hotel Occupancy Tax Exemption Certificate

Relevant TSUS Policies/Forms/Documents: TSUS Rules & Regulations Chapter 3, Section 6.(10)

Relevant Statutes: Texas Government Code Chapter 660; Texas Education Code 51.009

Relevant SACSOC Standards:

Document History:
Adopted: July 2026
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