



Standard Administrative Procedure (SAP)

21.01.03.L1.01 Mileage Reimbursement vs. Car Rental

Approved: November 1, 2010
Revised: July 8, 2014
Next Scheduled Review: July 2017

Standard Administrative Procedure Statement

This SAP formalizes when a rental vehicle should be used versus a personal vehicle.

Definitions

Personal vehicle – A vehicle owned by a University employee.

Rental vehicle – A vehicle rented from a car rental agency under a State of Texas contract.

Procedures and Responsibilities

Since collision and comprehensive coverage for personal vehicles are the responsibility of the individual employee, the University strongly encourages the use of rental vehicles and requires the use of rental vehicles on a cost-benefit basis. The State contract currently provides for full-size rental vehicles at a cost of under \$50/day (including applicable taxes and fees). This is equivalent to 100 miles per day (\$50/.50) which is the new threshold for requiring a rental vehicle.

Employees always have the option of using a rental car over his/her personal vehicle, however, a rental car must be used any time the cost of doing so is less than the cost of the corresponding mileage reimbursement. Failure to do so will result in a maximum mileage reimbursement equal to \$50 per day regardless of the number of miles actually traveled.

Rental cars must always be rented under the State contract which includes automobile liability and physical damage insurance coverage for TAMIU employees only.

Related Statutes, Policies, Regulations, Rules or Requirements

Supplements System Regulation 21.01.03, Disbursement of Funds

Contact Office

For clarification or interpretation, contact the Travel office.