

The University of Texas at Tyler Actual Mileage Report

Name: _____

Purpose of Travel: _____

RTA Number: _____ Destination: _____

Begin Date: _____ Time Departing: _____

End Date: _____ Time Returning: _____

Actual miles are not reimbursable when traveling by personal car unless they are properly itemized on a point-by-point basis. "Point" refers to a building, house, highway intersection, or other similarly localized spot. Use the table below to record your mileage between points.

Date	From	To	Mileage	
Total				

PLEASE NOTE: When traveling by personal car between two points that are in the Texas Mileage Guide (TMG), you must use the TMG for mileage calculation. If one or both of the locations is not in the TMG, you may use the odometer reading. For example: The odometer reading ("actual miles") for Ables Land in Tyler to the Chandler Nursing Center is 11.7 miles. Since these locations are not in the TMG, the odometer reading may be used.

Employee Signature _____ Date _____

Budget Authority Signature _____ Date _____