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**INTER-OFFICE MEMORANDUM-REVISED**

Date: December 8, 2009

To: All CAI Staff

From: Carole Belver *CB*

Subject: New travel rules

Effective 1/1/2010 the Texas Mileage Guide can no longer be used. The only acceptable forms for mileage after that time will be either:

- Using the odometer reading (point to point method) or
- The electronic mapping source of Mapquest.com. If mapquest.com is used, please print out the directions and attach them to the travel voucher.

**Mileage rate has changed and will be paid at .50 per mile beginning January 1, 2010.**

*Background: As a result of House Bill 605, 81st Legislature, Regular Session, the Comptroller's office will no longer publish the Texas Mileage Guide effective Jan. 1, 2010. State employees may calculate the number of miles traveled by using their vehicle odometer reading or a mapping Web site.*