

25.99.99.R0.02 **On-Call Mileage Reimbursement**

Revised March 3, 2023

Next Scheduled Review: March 3, 2028



Procedure Summary

The purpose of this procedure is to reimburse East Texas A&M University (University) employees who have been identified as “on-call” by their respective divisions for additional travel required as part of their employment.

This procedure establishes a uniform process for reimbursement of university employees identified as “on-call”.

Procedures and Responsibilities

1 GENERAL

- 1.1 Upon the approval of the appropriate Vice President of the respective division or equivalent, university employees (excluding student workers) who are designated “on-call” for the purpose of working hours outside of their usual university workday, shall be eligible for mileage reimbursement if the employee is required to travel to campus for an “on-call” emergency.
- 1.2 An “on-call” employee refers to any personnel assigned by a department to handle emergency calls related to maintaining the orderly and normal functions of the University.
- 1.3 Eligible “on-call” mileage reimbursements will be funded by the employee’s department and dependent on available funding.

2 PAY RATE

The current rate of pay for mileage reimbursement is determined by the Texas Comptroller of Public Accounts. Mileage will be paid to employees on a point-to-point basis (from home to campus and from campus to home).

- 3 Questions regarding mileage reimbursement should be directed to the department administrator.

Related Statutes, Policies, or Requirements

Suspends University Procedure 25.02.01.R0.01 *On-Call Mileage Reimbursement*

Revision History

Approved June 17, 2014

Revised November 7, 2024 (University Name Update)

Contact Office

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