

June 29, 2011

**MILEAGE REIMBURSEMENT RATE EFFECTIVE JULY 1, 2011**

The State of Texas Comptroller's office announces that the state mileage reimbursement rate effective July 1, 2011 to December 31, 2011 is 55.5 cents per mile. This is a 4.5 cent increase over the current rate of 51.0 cents per mile.

**SOUTHWEST AIRLINE NOTICE OF CHANGE**

Effective immediately, you will no longer be able to change the traveler's name or use funds from one persons cancelled trip to another person ticket.

Only the person in whose name the ticket was issued can re-use the cancelled ticket's reserved fund (for up to a year from date of issue).

Consideration: You may want to let the prospective employee or speaker pay for their airfare ticket and request reimbursement thru the Travel System. Then, if they cancel the trip, they will be able to use it for their personal trip and HSC will not lose the funds on the non-refundable/non-reusable ticket. Or you may consider purchasing a refundable ticket for the non-employee.

**MEDEVAC**

The TTUHSC Office of International Affairs has a contract with HTH Worldwide Insurance. They provide insurance which allows students participating in international programs and faculty leading study abroad programs to purchase international health and medical evacuation insurance (MEDEVAC). It also includes repatriation of remains and security and political evacuation. This contract has been extended to faculty and staff traveling internationally for any university related reason. Please contact the Office of International Affairs (743-2900 ext 239) for information about the plan. The current rate is \$1.17/day. This is considered a personal expense and not reimbursable as a business related travel expense.