**Topic:** Travel and Moving/Relocation Mileage Rates Decreased – Effective January 1, 2014

**DATE:** January 8, 2014

**TO:** Administrative Council, Deans, Associate Deans, Department Chairs, Directors, Managers, and Campus Business Partners

**FROM:** Susan Johnson, Director of Accounts Payable & Travel

**STANDARD BUSINESS TRAVEL:**

The Chancellor’s Office just released a notice of a rate decrease for Standard Business Travel mileage reimbursement. This decrease is effective for business travel occurring on or after January 1, 2014.

- The rate *decreased* from 56.5 cents per mile to **56 cents per mile**.

The University Travel Policy, Travel Procedures and Regulations Guidelines are being revised to reflect the decreased rate effective January 1, 2014. The Accounts Payable website and all documentation mentioning mileage rates will be revised to reflect the decreased rate. The Travel Expense Claim form is being updated to have the new rate imbedded in the formula. Please check your Travel Expense Claim form to ensure it has the correct rate for your travel dates.

**MOVING AND RELOCATION:**

Miles driven for moving and relocation purposes for new or relocated employees also decreased as of January 1, 2014.

- The rate *decreased* from 24 cents per mile to **23.5 cents per mile**.

Please note some moving and relocation reimbursements are taxable and subject to withholding. The current CSU policy and procedures governing moving and relocation expense reimbursement (HR 2012-02) is located at [http://www.calstate.edu/HRAdm/pdf2012/HR2012-02.pdf](http://www.calstate.edu/HRAdm/pdf2012/HR2012-02.pdf).

**Contact Information:**

If you have any questions or concerns about this notice, please contact Susan Johnson, Director of Accounts Payable & Travel, [sjohns@csus.edu](mailto:sjohns@csus.edu), 8-6476.