**Topic:** Travel Mileage, Lodging and Procedure Updates – Effective January 1, 2015

**DATE:** January 5, 2014

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

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

University Travel Procedures have been updated to include recent Chancellor’s Office updates *(BMSS Travel Policy and Procedures Updates sent in Nov. 2014)* and updates effective January 1, 2015 (listed below).

**Standard Business Travel Mileage Rate:**

- The rate will **increase** from 56 cents per mile to **57.5 cents per mile**.

The Travel Expense Claim has been updated to reflect the increased rate. For travel prior to January 1, 2015, change the mileage rate back to 56 cents on the form to insure the mileage is calculated correctly.

**2015 Maximum Limits for Reimbursing the Cost of Lodging:**

- The limit will **increase** from $175 to **$195 (excluding taxes)**.

The CSU maximum rate for in-state and out-of-state travel, including Alaska, Hawaii, and US possessions will increase to $195 per night, excluding taxes, effective for business travel occurring on or after January 1, 2015. Rates in excess of this amount must be pre-approved on the **Travel Expense Justification - Domestic** form located on the [ABA Forms](#) webpage.

**Other Travel Procedures Updates:**

- **Appendix C - Reporting Incidental Expenses** added; remaining Appendices renumbered
- **Formatting** – fixed broken links, formatting, and added clarifying language to be in sync with Chancellor’s Office Travel Procedures and Regulations G-001. Link to [Travel Procedures and Regulations Updated December 2014](#)

**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:), 8-6476.