



SACRAMENTO
STATE

Business Matters@ Sac State

Topic: Travel Standard Business Mileage Increase - Effective January 1, 2008

DATE: January 2, 2008

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

FROM: Susan L. Johnson, Director of Accounts Payable & Travel

The Human Resources Department at the Chancellor's Office has updated CSU Policy and Procedures Governing Travel and Relocation Expense Reimbursement (HR/Benefits 2007-18) effective **January 1, 2008**. The full HR Memorandum is located at <http://www.calstate.edu/HRAdm/memos.shtml>. Please see the revision below. We have also updated Sac State's travel policies located at <http://www.csus.edu/acpy/travel.htm>.

Revision:

- Standard business mileage reimbursement increased to 50.5 cents per mile.

Contact Information:

If there are any questions or concerns about this information, please contact either Accounts Payable Department at sactravel@csus.edu or myself at sjohns@csus.edu, or call x86476.

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