



SACRAMENTO  
STATE

## *Business Matters @ Sac State*

*TOPIC: Travel & Moving/Relocation Mileage Rate Decrease –  
Effective: January 1, 2021*

DATE: January 12, 2021

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

FROM: Daljit Khangura, Director for Accounts Payable & Travel

### **Standard Business Travel:**

The California State University has a new rate for Standard Business Travel reimbursement based on the IRS changes, effective for business travel occurring on or after January 1, 2021.

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

### **Moving and Relocation:**

The California State University has a new rate for Standard Moving and Relocation reimbursement effective for new or relocated employees moving on or after based on the IRS changes, effective for business travel occurring on or after January 1, 2021.

- The rate **decreased** from 17 cents per mile to **16 cents per mile**.

**For claims before January 1, 2021**, please be sure to change the mileage rate on the Travel Expense Claim form to **ensure the mileage is calculated at the prior rate**.

The Accounts Payable website and all documentation mentioning mileage rates have been revised to reflect the decreased rate.

If you have any questions about this process, please contact Accounts Payable & Travel Department at x8-6476 or [sacstatetravel@csus.edu](mailto:sacstatetravel@csus.edu).