



Business Matters @ Sac State

Topic: Travel & Moving/Relocation Mileage Rate Increase

Effective: January 1, 2019

DATE: January 3, 2019

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

FROM: Daljit Khangura, Director, 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, 2019.

- The rate **increased** from 54.5 cents per mile to **58.0 cents per mile**.

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

For all travel before January 1, 2019, please be sure to change the mileage rate on the Travel Expense Claim form to **insure the mileage is calculated at the prior rate**.

MOVING AND RELOCATION:

The California State University has a new rate for Moving and Relocation mileage reimbursement effective for new or relocated employees moving on or after January 1, 2019.

- The rate **increased** from 18 cents per mile to **20 cents per mile**.

For all moving and relocation travel before January 1, 2019, please be sure to change the mileage rate on the Travel Expense Claim form to **insure the mileage is calculated at the prior rate**.

The Accounts Payable website has been updated to reflect the decreased rate.

Contact Information:

If you have any questions or concerns about this notice, please contact the Accounts Payable & Travel Department, aba-fin-ap-travel@csus.edu, ext. 86476.

Financial Services and Budget Planning & Administration

Administration and Business Affairs Families

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