



SACRAMENTO  
STATE

## *Business Matters @ Sac State*

**TOPIC:** Travel & Moving/Relocation Mileage Rate Increase –  
Effective: July 1, 2022

**DATE:** June 21, 2022

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

**FROM:** Sarah Hansen, Accounts Payable & Travel Manager

**In accordance with the IRS updated mileage rate guidelines, the California State University will make the following changes effective July 1, 2022:**

### **Standard Business Travel:**

- The Standard Business Travel reimbursement rate will **increase** from 58.5 cents per mile to **62.5 cents per mile** for travel on or after July 1, 2022

### **Moving and Relocation:**

- The Standard Moving and Relocation reimbursement rate for new or relocated employees moving on or after July 1, 2022 will **increase** from 18 cents per mile to **22 cents per mile**.

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

**For UFSS & Non-Employee claims with travel dates before July 1, 2022**, please be sure to change the mileage rate on the UFSS Travel Expense Claim form & Travel Worksheet for Non-Employee Travel to **ensure the mileage is calculated at the prior rate**.

### **Contact Information:**

If you have any questions or concerns about this notice, please contact Accounts Payable & Travel, [sacstatetravel@csus.edu](mailto:sacstatetravel@csus.edu), ext. 86476.