



SACRAMENTO
STATE

Business Matters @ Sac State

*TOPIC: Travel & Moving/Relocation Mileage Rate Increase –
Effective: January 1, 2023*

DATE: January 03, 2023

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 January 1, 2023:

Standard Business Travel:

- The Standard Business Travel reimbursement rate will **increase** from 62.5 cents per mile to **65.5 cents per mile** for travel on or after January 1, 2023

Moving and Relocation:

- The Standard Moving and Relocation reimbursement rate for new or relocated employees moving on or after January 1, 2023 will **remain** at **22 cents per mile**, which is no change from the rate in 2022.

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

For UFSS claims before January 1, 2023, please be sure to change the mileage rate on the UFSS Travel Expense Claim form to **ensure the mileage is calculated at the prior rate.**

If you have any questions about this process or the new rates, please contact Accounts Payable & Travel Department at x8-6476 or sacstatetravel@csus.edu.