



## **Business Matters @ Sac State**

**Topic: Travel & Moving/Relocation Mileage Rate Decrease – Effective: January 1, 2020**

**DATE:** January 6, 2020

**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, 2020.

- The rate **decreased** from 58 cents per mile to **57.5 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, 2020**, please be sure to change the mileage rate on the Travel Expense Claim form to **ensure 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, 2020.

- The rate **decreased** from 20 cents per mile to **17 cents per mile**.

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](mailto:aba-fin-ap-travel@csus.edu), ext. 86476.

***Financial Services and Budget Planning & Administration***

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*Office of the Associate Vice Presidents - Accounting Services · Accounts Payable –*

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