Date: December 19, 2017

To: Chief Administrators and Business Officers

From: Mary Ek, Assistant Vice Chancellor/Controller, Financial Services

Subject: Mileage Reimbursement Rate for 2018

The California State University standard mileage rate for business travel occurring on or after January 1, 2018 will increase from 53.5 cents per mile to 54.5 cents per mile. Miles driven for moving purposes will be reimbursed at 18 cents per mile, increased from 17 cents per mile.

The Travel Policy and related procedures do not address specific issues related to taxability of reimbursed expenses. Please refer to the SCO Payroll Procedures Manual (PPM) for guidance, and tax reporting instructions, as appropriate.

Questions regarding travel procedures may be directed to Ann Avery, Accounts Payable Manager, Chancellor’s Office Accounts Payable at (562) 951-4534 or email at aavery@calstate.edu.

cc:
Steve Relyea, Executive Vice Chancellor and Chief Financial Officer
Financial Officers Association Members
Systemwide Accounts Payable