

Financial Services

401 Golden Shore, 5th Floor
Long Beach, CA 90802-4210

www.calstate.edu


Mary Ek
Assistant Vice Chancellor/
Controller

562-951-4540
mek@calstate.edu

Date: January 3, 2020

To: Chief Administrators and Business Officers

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

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

Subject: Mileage Reimbursement Rate for 2020

The California State University will adhere to IRS guidelines for standard mileage rate for business travel occurring on or after January 1, 2020. The 2020 rate will be 57.5 cents per mile, which is a decrease from the 2019 rate of 58 cents per mile. Miles driven for moving purposes will be reimbursed at 17 cents per mile, decreased from 20 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, Chancellor's Office Accounts Payable at (562) 951-4534 or by email at aavery@calstate.edu.

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