

Financial Services

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

www.calstate.edu

Mary Ek

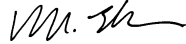
Assistant Vice Chancellor/
Controller

562-951-4540
mek@calstate.edu

Date: December 22, 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 2021

The California State University will adhere to IRS guidelines for standard mileage rate for business travel occurring on or after January 1, 2021. The IRS mileage rate for calendar year 2021 will be 56 cents per mile, which is a decrease from the 2020 rate of 57.5 cents per mile. Miles driven for moving purposes will be reimbursed at 16 cents per mile, decreased 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, Chancellor's Office Accounts Payable at (562) 951-4534 or aavery@calstate.edu.

ME:AA:sh

CSU Campuses

Bakersfield
Channel Islands
Chico
Dominguez Hills
East Bay

Fresno
Fullerton
Humboldt
Long Beach
Los Angeles
Maritime Academy

Monterey Bay
Northridge
Pomona
Sacramento
San Bernardino
San Diego

San Francisco
San José
San Luis Obispo
San Marcos
Sonoma
Stanislaus