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DATE: December 17, 2021

TO: Chief Administrators and Business Officers

FROM: Tracey L. Richardson
Assistant Vice Chancellor/Controller

SUBJECT: Mileage Reimbursement Rate for 2021


Tracey Richardson (Dec 17, 2021 14:17 PST)

The California State University will adhere to IRS guidelines for standard mileage rate for business travel occurring on or after January 1, 2022. The IRS mileage rate for calendar year 2022 will be 58.5 cents per mile, which is an increase from the 2021 rate of 56 cents per mile.

Miles driven for moving purposes will be reimbursed at 18 cents per mile, increased from 16 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 email: aavery@calstate.edu

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

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