


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

[www.calstate.edu](http://www.calstate.edu)

**Jeni Kitchell**  
Assistant Vice Chancellor, Finance and  
Budget Administration/Controller

562-951-4540  
[jkitchell@calstate.edu](mailto:jkitchell@calstate.edu)

Date: January 6, 2025  
To: Chief Administrators and Business Officers  
From: Jeni Kitchell   
Jeni Kitchell (Jan 6, 2025 16:25 PST)  
Assistant Vice Chancellor, Finance and Budget Administration/Controller  
Subject: Mileage Reimbursement Rate for 2025

The California State University will adhere to IRS guidelines for standard mileage rates for business travel occurring on or after January 1, 2025. The IRS mileage rate for calendar year 2025 is 70 cents per mile, an increase of three cents from the 2024 rate of 67 cents per mile.

Miles driven for moving purposes will remain the same as 2024 at the reimbursement rate of 21 cents per mile.

The new rates have been updated on all systemwide resources, including the Concur single instance. Each university is responsible for updating their local systems and forms accordingly.

Please refer to the CSU [Travel and Business Expense Payments policy](#) for additional details. Questions regarding travel procedures may be directed to Jatin Mandalia, Chancellor's Office Accounts Payable at (562) 951-4871 or [jmandalia@calstate.edu](mailto:jmandalia@calstate.edu).

cc: Steve Relyea, Executive Vice Chancellor and Chief Financial Officer  
Financial Officer's Association  
Systemwide Accounts Payable Affinity Group

**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