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MEMORANDUM

DATE: January 4, 2008

TO: Campus Community

FROM: Karen Abercrombie
Accounts Payable/Travel

SUBJECT: CSU Policy and Procedures Governing Travel and Relocation Expense Reimbursement

Per Chancellor's Office memorandum titled HR 2007-20 CSU Policy and Procedures Governing Travel and Relocation Expenses, the Federal standard mileage rate for business travel has been increased.

Effective January 1, 2008 CSU authorized travel standard business mileage reimbursement rate will be 50.5 cents per mile. Travel prior to January 1, 2008 will be 48.5 cents per mile.

In addition, the Federal standard mileage rate for moving expenses will be decreased from 20 cents per mile in 2007 to 19 cents per mile effective January 1, 2008 as stated on HR/Benefits 2007-18 Tax Information Changes to Moving and Relocation Expenses memorandum.

For complete information, these memorandums can be found on the following website:
<http://www.csub.edu/BAS/policies/index.shtml>.

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