TO: CSUB University Travelers  
CSUB Auxiliary Organization Travelers

FROM: Douglas Wade, AVP Fiscal Services

DATE: January 12, 2015

SUBJECT: 2015 Travel Reimbursement Rates and Travel Procedures

2015 Standard Mileage Reimbursement Rate
The California State University standard mileage rate for business travel occurring on or after January 1, 2015 will increase to 57.5 cents per mile from 56 cents per mile. Miles driven for moving purposes will be reimbursed at 23 cents per mile.

2015 Maximum Limits for Reimbursing the Cost of Lodging
The CSU maximum rate for in-state and out-of-state travel, including Alaska, Hawaii, and US possessions will increase to $195 per night, excluding taxes, effective for business travel occurring on or after January 1, 2015. Campuses may establish a more restrictive rate as deemed appropriate by the campus chief financial officer or designee.

Rates in excess of this amount must be pre-approved by a campus administrator, and must include the business purpose for the necessity to stay within certain facilities.

Travel Procedures
As a reminder, travel authorization forms documenting advance approval of all travel and related expenditures must be completed and submitted to the appropriate administrator for approval.

Travel expense claims must be completed within 30 days of the travelers return.

Prior to travel all students must complete the waiver found at the following website address: http://www.csub.edu/BAS/srm/_files/waivermulti.pdf

Questions regarding Travel procedures may be directed to the campus Travel Coordinator, Sally Shaff at (661) 654-6207. In Sally’s absence, you may contact Kristen Clark at the same number.