



MEMORANDUM

DATE: January 4, 2024

TO: Faculty and Staff

FROM: Michael Chavez *Michael Chavez*
Associate Vice President (Interim), Business & Financial Services

SUBJECT: Mileage Reimbursement for 2024

The California State University standard mileage rate for business travel on or after January 1, 2024 increased from 65.5 cents per mile to **67.0 cents** per mile. Mileage driven for moving purposes has been reduced from 22.0 cents per mile and will be reimbursed at **21.0 cents** per mile.

If you have questions regarding our travel or relocation procedures, please contact the following personnel:

Sally Shaff, Lead Travel Coordinator	654-6207
Feli Alvarado, Travel Coordinator	654-2535