

**Financial Services**

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**Mary Ek**  
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Date: January 3, 2020

To: Chief Administrators and Business Officers

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

From: Mary Ek, Assistant Vice Chancellor/Controller, Financial Services 

Subject: Mileage Reimbursement Rate for 2020

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The California State University will adhere to IRS guidelines for standard mileage rate for business travel occurring on or after January 1, 2020. The 2020 rate will be 57.5 cents per mile, which is a decrease from the 2019 rate of 58 cents per mile. Miles driven for moving purposes will be reimbursed at 17 cents per mile, decreased from 20 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 by email at [aavery@calstate.edu](mailto:aavery@calstate.edu).

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**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