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Date: January 3, 2023

To: Chief Administrators and Business Officers

From: Tracey L. Richardson   
Tracey Richardson (Jan 3, 2023 10:51 PST)  
Assistant Vice Chancellor & Controller, Financial Services

Subject: Mileage Reimbursement Rate for 2023

The California State University will adhere to IRS guidelines for standard mileage rate for business travel occurring on or after January 1, 2023. The IRS mileage rate for calendar year 2023 will be 65.5 cents per mile, which is an increase from the 2022 rate of 62.5 cents per mile.

Miles driven for moving purposes will remain at the reimbursement rate at 22 cents per mile, which is no change from the rate in 2022.

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 email: [aavery@calstate.edu](mailto:aavery@calstate.edu)

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

**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