



Financial Services
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www.calstate.edu

Date: January 20, 2009

Code: FS 2009-01

To: CSU Presidents

Supersedes: HR 2008-10

From: Colleen Nickles
Assistant Vice Chancellor
Financial Services

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

Overview

Audience: Human Resources Directors, Accounting Officers and/or campus designees responsible for administering CSU policy and procedures governing business travel reimbursement.

Action Item: Implement and communicate New Mileage Rates for business travel and moving expenses retroactive to January 1, 2009.

Affected Employee Groups/Units: All CSU employees authorized to travel on official University business.

Summary

The Federal standard mileage rate for business travel has decreased from 58.5 cents per mile to 55.0 cents per mile, effective January 1, 2009. The IRS has made this adjustment in recognition of the recent decline in gasoline prices and the CSU has elected to adopt it.

The Federal standard mileage rate for moving expenses decreased from \$.27 per mile in 2008 to \$.24 per mile, effective January 1, 2009.

Campus designees responsible for administering the CSU travel policy should read the rest of this Financial Services coded memorandum located at <http://www.calstate.edu/sfo/CodedMemos/coded.shtml>

The Internal Procedures Governing Reimbursement for Travel Expenses and Allowances; Rates for Housing and Lodging (Attachment A) have been revised and are effective January 1, 2009. The revision is summarized below:

Travel Procedures (Attachment A)

Standard business mileage reimbursement rate has decreased from 58.5 cents per mile to 55.0 cents per mile, effective January 1, 2009. In recognition of the recent decline in gasoline prices, the IRS has made this adjustment and the CSU has elected to adopt it.

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Payroll Managers
Accounting Officers

Internal Procedures Governing Reimbursement for Moving and Relocation Expenses (Attachment B)

Standard mileage rate for moving and relocation expenses has decreased from 27.0 cents per mile to 24.0 cents per mile, effective January 1, 2009. In recognition of the recent decline in gasoline prices, the IRS has made this adjustment and the CSU has elected to adopt it.

This policy does 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 and relocation procedures may be directed to Accounts Payable at (562) 951-4690. This Financial Services memorandum is also available at <http://www.calstate.edu/FinancialServices/codedmemos/>

CN:LR:gs

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Attachment A
Attachment B