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To: Chief Administrators and Business Officers

From: Tracey L. Richardson 
Tracey Richardson (Dec 20, 2023 10:23 PST)
Assistant Vice Chancellor & Controller, Financial Services

Subject: Mileage Reimbursement Rate for 2024

The California State University will adhere to IRS guidelines for standard mileage rate for business travel occurring on or after January 1, 2024. The IRS mileage rate for calendar year 2024 will be 67 cents per mile, which is an increase from the 2023 rate of 65.5 cents per mile.

Miles driven for moving purposes will be at the reimbursement rate of 21 cents per mile, which is a decrease of 1 cent from the rate in 2023.

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

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

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