



SACRAMENTO  
STATE

## *Business Matters @ Sac State*

*TOPIC: Travel & Moving/Relocation Mileage Rate Increase –  
Effective: January 1, 2025*

DATE: January 7, 2025

TO: Campus Business Partners, Deans, Associate Deans, Department Chairs,  
Directors, and Managers

FROM: Sarah Hansen, Accounts Payable & Travel Manager

---

**In accordance with the IRS updated mileage rate guidelines, the California State University will make the following changes effective January 1, 2025:**

### **Standard Business Travel:**

- The Standard Business Travel reimbursement rate will **increase** from 67 cents per mile to **70 cents per mile** for travel on or after January 1, 2025.

### **Moving and Relocation:**

- The Standard Moving and Relocation reimbursement rate for new or relocated employees moving on or after January 1, 2025, will remain the same as 2024 at the reimbursement rate of **21 cents per mile**.

The Accounts Payable & Travel website and all documentation mentioning mileage rates have been revised to reflect the increased rate.

If you have any questions about this process or the new rates, please contact Accounts Payable & Travel Department at x8-6476 or [travel@csus.edu](mailto:travel@csus.edu).