



Fiscal Affairs  
Accounts Payable | Travel Office  
1600 Holloway Avenue - ADM 351  
San Francisco, California 94132-4132

## Travel Bulletin

January 2, 2018

### Mileage Rate Reimbursement

IRS has made changes to the standard mileage rates for travel occurring on or after January 1, 2018.

- 54.5 cents per mile for business miles driven, increased from 53.5 cents for 2017.
- 18 cents per mile driven for moving purposes, increased from 17 cents for 2017.
- There will be **two** travel claim forms available on the website: one for travel prior to January 1, 2018 and one beginning January 1, 2018. Please select the appropriate travel form depending on your travel date.

### CSU Moving and Relocation Policy

The CSU Moving and Relocation Policy has been updated. Please refer to [HR 2017-15](#) for more information.

### Travel Tips

We have created a one-page summary of our travel policy and procedures. Although, it doesn't cover everything spelled out in our travel policy, it does note the highlights. Please share this with your travelers in your colleges and departments. It is also available on our Fiscal Affairs website under Policies and Procedures Guides, Travel and Hospitality. View the travel tips by following the link, [Travel Tips](#).

Should you have any questions regarding this Travel Bulletin, please contact David Chelliah at X82367 or Courtney Cheng at X53693.

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