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Date: January 6, 2025
To: Chief Administrators and Business Officers
From: Jeni Kitchell 
Jeni Kitchell (Jan 6, 2025 16:25 PST)
Assistant Vice Chancellor, Finance and Budget Administration/Controller
Subject: Mileage Reimbursement Rate for 2025

The California State University will adhere to IRS guidelines for standard mileage rates for business travel occurring on or after January 1, 2025. The IRS mileage rate for calendar year 2025 is 70 cents per mile, an increase of three cents from the 2024 rate of 67 cents per mile.

Miles driven for moving purposes will remain the same as 2024 at the reimbursement rate of 21 cents per mile.

The new rates have been updated on all systemwide resources, including the Concur single instance. Each university is responsible for updating their local systems and forms accordingly.

Please refer to the CSU [Travel and Business Expense Payments policy](#) for additional details. Questions regarding travel procedures may be directed to Jatin Mandalia, Chancellor's Office Accounts Payable at (562) 951-4871 or jmandalia@calstate.edu.

cc: Steve Relyea, Executive Vice Chancellor and Chief Financial Officer
Financial Officer's Association
Systemwide Accounts Payable Affinity Group

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