

# Cal State Fullerton

Office of the Senior AVP for Financial Services

Division of Administration and Finance

P.O. Box 6808 • Fullerton, CA 92834 • Email: [avpfinancialservices@fullerton.edu](mailto:avpfinancialservices@fullerton.edu)

**Date:** January 3, 2024  
**To:** Campus Employees  
**From:** Laleh B. Graylee *LBG*  
Senior Associate Vice President for Financial Services  
**Subject:** Travel Policy Changes and Mileage Reimbursement Rates Effective January 1, 2024

Please be advised of the following changes to the Travel Policy effective January 1, 2024:

- 1) The Chancellor's Office has revised the Travel and Business Expense Policy which is applicable to travel beginning on or after January 1, 2024. Key revisions are summarized below:
  - When booking lodging for a conference where the prearranged conference lodging rate is in excess of \$275 per night, traveler may stay at the hotel without additional approval.
  - A location-based per diem rate will be used for the reimbursement of Meals & Incidentals (M&I). The rates will range from \$59 to \$79 and are based on the rates published annually by the [General Services Administration](#) for travel within contiguous 48 states.
    - First and last day of travel will be limited to 75% of the per diem
    - Per diem will be adjusted for meals provided at an event or conference
    - Gratuities for meals and hotel staff are included in the per diem
  - M&I per diem rates for travel to Alaska, Hawaii, and US Possessions must follow rates updated annually by the [Department of Defense](#).
  - M&I per diem rates for international travel must follow [Department of State](#) rates, updated monthly.
  - The Travel Office will no longer require M&I receipts for travel occurring on or after January 1, 2024. For travel using grant funds, please check with your department if receipts are required.
- 2) CSU will adhere to IRS guidelines for standard mileage rates for business travel and moving purposes. The 2024 mileage rates are as follows:
  - Standard mileage rate for business travel: **\$0.67/mile**
  - Moving relocation mileage rate: **\$0.21/mile**

To prepare the campus for these changes, a campus-wide training will be conducted in early January. Additional details of the training will be sent out shortly.

Information on Travel Operations and the updated policy are available on the Travel website:  
[Travel - Travel Operations | CSUF \(fullerton.edu\)](#)

If you have any questions regarding the campus travel policy, please contact:

Alberto Contreras, Director of Accounts Payable & Travel  
Extension – 3750  
Email - [albertocontreras@fullerton.edu](mailto:albertocontreras@fullerton.edu)

Michael Au-Yeung, University Controller  
Extension – 4075  
Email - [mau-yeung@fullerton.edu](mailto:mau-yeung@fullerton.edu)

THE CALIFORNIA STATE UNIVERSITY