California State University, Long Beach Foundation

Memorandum

January 01, 2010

TO: Administrative Service Officers
Division Financial Officers
Project Investigators

FROM: Kathy Burgos
Associate Director, Finance and Accounting Services

SUBJECT: Decrease for Mileage Reimbursement Rate

Effective for travel dated on or after January 1, 2010, the rate of 50 cents per mile will be used to reimburse employees for the use of their privately-owned vehicles while conducting Foundation and University business.

The mileage rate for moving/relocation purposes established by the IRS has been changed to 16.5 cents per mile driven.

For complete information, refer to FS2010-01 letter issued by the Chancellor's Office which may be found at:
http://www.calstate.edu/FinancialServices/CodedMemos/2010/FS2010-01.shtml

The reimbursement rates of 55 cents per mile for private vehicles and 24 cents for relocation should be used for mileage expenses incurred up to and including December 31, 2009. Please remember to use the correct rate when completing your travel forms.

The Foundation Mileage Claim form has been revised and is available on our website:
http://www.foundation.csulb.edu/forms

Should you have any questions, please contact me at x58603, email: kburgos@csulb.edu, Marie Reed x57524, email: mreed2@csulb.edu or Annette Harris x55430, email: harrisa@csulb.edu.