

**Chico State Enterprises Announcements**  
**Monday, January 11, 2021**

**Decrease to the IRS Private Car Mileage Rate for 2021  
and Ongoing CSE Travel Directive**

Please note the changes to the [IRS standard mileage rate](#). Effective January 1, 2021, the Chico State Enterprises (CSE) reimbursement rate for private car mileage has decreased. For CSE travel on or after January 1, 2021, you may claim up to 56 cents per mile (2021 IRS Federal Standard Mileage Rate).

For individuals traveling under contracts requiring the use of [California State Rates \(CSR\)](#), the 2021 rate has also decreased to 56 cents per mile.

CSE travel and mileage forms have been updated to reflect the 2021 rates and can be located on the [CSE Travel webpage](#).

As a reminder, per the [March 26, 2020 CSE Travel Directive](#), at this time **only CEO Mary Sidney has the authority to approve exceptions for CSE travel**. Please email travel requests to [msidney@csuchico.edu](mailto:msidney@csuchico.edu) in advance and 15 days prior to requested travel when possible.

Additionally, pre-approval is required for travel reimbursement. Please include the email approval as backup when the check request is submitted to the appropriate CSE Accounts Payable inbox for processing.

Thank you.