

Chico State Enterprises Announcements
Wednesday, November 6, 2024

Increase to Per Diem Rates
Effective October 1, 2024

Dear Campus Colleagues,

Please note the recent changes to the [General Services Administration \(GSA\)](#) standard per diem rates and [California State](#) per diem rates.

Effective October 1, 2024, Chico State Enterprises (CSE) reimbursement for GSA and California State per diem rates has increased. For CSE/UF related travel on or after October 1, 2024, travelers may claim up to \$16 for breakfast, \$19 for lunch and \$28 for dinner (2024 standard per diem rate).

The Travel Expense Claim Form, CA State Travel Expense Claim Form, CA State Travel Rates Guidelines, and CA State Travel Rates: Quick Check have all been updated to reflect the new 2024 rates and are available on the [CSE Travel webpage](#).

Please email cseaccountspayable@csuchico.edu for related questions.

UPDATED FORMS AND PROCEDURES			
FORM OR PROCEDURE	TYPE OF CHANGE	DESCRIPTION OF CHANGE	WEBPAGE LOCATION
2024 Travel Expense Claim: Travel 10/01/2024 or Later	Updated	New Travel Expense Claim Form with rates effective as of 10/01/24	Located on the CSE Travel page
2024 CA State Travel Expense Claim: Travel 10/01/2024 or Later	Updated	New Travel Expense Claim Form with rates effective as of 10/01/24	Located on the CSE Travel page
CA State Travel Rates: Quick Check	Updated	Reflects new rates effective 10/1/24	Located on the CSE Travel page
CA State Travel Rates Guidelines: Meals and Incidentals (In-State/Out-of-State Travel)	Updated	Reflects new rates effective 10/1/24	Located on the CSE Travel page

We thank you in advance for your attention to these changes.

CSE Accounts Payable

Manage Email Preferences

All Chico State Enterprises (CSE) employees, project directors, and authorized signers on CSE accounts receive CSE Announcements via email and cannot opt out.

- *If you are no longer an active CSE employee, please notify [CSE Human Resources](#) via email.*
- *If you are no longer a project director and would like your name removed or wish to add administrative staff to the distribution list, please email [CSE Announcements](#) with appropriate instructions.*
- *CSE Announcements can also be accessed via the [CSE News and Information page](#).*