From: PCBO Subscription
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Subject: [Pcbodist] Travel Office Staff, Updates, and Reminders
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Travel Office Staff, Updates, and Reminders

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Sent on behalf of: CSUSM Travel Office

Dear PCBO Community, Happy New Year! Please see below for Travel Office updates and reminders.

Travel Office Staff

- For general inquiries, please continue to email **traveloffice@csusm.edu**. *For inquiries requiring escalation, please reach out to Jason Mendoza, ProCard and Travel Lead.*
- Elle McFarland continues to support both ProCard and Travel operations.
- Garrett Hollenbeck has accepted a new position in Procurement as a Contracts Analyst. We are so happy for him and glad he hasn't gone far!
- Effective today, we are pleased to welcome Sofia Espinoza as an Accounts Payable and Travel Analyst! You might know Sofia from her previous role with the University Police Department

Mileage Rate

Effective January 1, 2026, the IRS has increased the standard mileage rate to 72.5 cents per mile for business travel. Travel dates January 1 and after should reflect the new rate, while travel dates December 31 and prior should use the old rate.

- Concur will automatically reflect the correct rate based on the date.
- Our updated Adobe Sign expense report is on our Travel **Forms** page.

State Tax Form

In some California cities and counties, university employees traveling on official business are granted an exemption from the payment of hotel occupancy taxes imposed by these cities or counties.

When traveling within CA, travelers may complete this form and present it to the hotel upon arrival:

STD 236: Hotel/Motel Transient Occupancy Tax Waiver (Exemption Certificate for State Agencies. ***The option to grant the exemption is at the discretion of the hotel.*** This is optional, but taxes add up, and this is a great way to reduce travel costs!

As always, please email **traveloffice@csusm.edu** with any questions. We hope you have a great start to 2026!

CSUSM Travel Office