

January 2022

SPONSORED PROGRAMS ADMINISTRATION



MILEAGE REIMBURSEMENT RATE CHANGE

Effective January 1, 2022, the IRS standard business travel mileage rate changed.

Mileage reimbursement for business purposes is now 58.5 cents, up from 56.0 cents in 2021. The state and CSU have also updated to this rate for 2022. UEI's [travel request and claim forms](#) with the new rates are now available. Please use the updated forms for travel made on or after 1/1/2022.

SPRING 2022 OFFICE HOURS

Whether you visit us in-person or virtually, we're looking forward to seeing everyone as faculty, staff, and students return for the spring semester. SPA is open to receive in-person visitors Monday through Friday from 8:00 a.m. to 5:00 p.m. Feel free to call us at 916-278-7565.

SPA offers a Virtual Front Desk on Zoom every Wednesday from 9:00 a.m. to 10:00 a.m. through May 25, 2022. Click [here](#) to join the Zoom call during that time. Analysts also offer virtual office hours. Please contact your Analyst for their schedule.

SPA ADMINISTRATIVE DAYS

Throughout the year, SPA will designate various dates as **Administrative Days (AD)** for our staff. Similar to the idea of "in-service days", this dedicated time is for SPA staff to focus on internal high priority matters. On an AD, you will have limited access to and assistance from SPA staff. We will announce the AD dates at least two days in advance. These days are not easily predicted due to the dependence on other processes and systems.

To assist with any urgent matters that you may encounter during an AD, contact our office in the following ways:

- Email sp@csus.edu
- Call (916) 278-7565
- Visit our [virtual front desk](#) offered for one hour that day. The time will be announced in the AD notice.

The next AD is scheduled for Thursday, February 3.