

**To: Millersville University Community**  
**From: David Errickson**  
**Re: Travel Guidelines**

This travel guidelines manual is intended to provide you with the appropriate information concerning the amount and type of expenses that are subject to reimbursement while in the performance of official university business. These guidelines are an accumulation of policies established by the Commonwealth of Pennsylvania, the State System of Higher Education, the Board of Governors, and Millersville University.

Periodically, changes are made to these travel policies and these will be posted on the MU Purchasing website.

You should contact the Purchasing Department for any questions or concerns that are associated with travel expenses or encumbrances. Pat DiDomenico is the Travel Clerk, extension 3014.

I hope that you find these guidelines useful and if you have any suggestions for improvements please forward them to my attention.