

Administrative Policy
TRAVEL POLICY FOR GUESTS OF MU

Overview of Policy

The purpose of this policy is to establish University policy and procedures for guests (performers, speakers, guests, etc.) to Millersville University for business to obtain reimbursement of travel and interview expenses.

Objectives

This policy applies to all guests of the University and is consistent with the Pennsylvania State System of Higher Education (PASSHE) travel regulations. Reimbursement for guest travel and related expenses can be included in the fee charged for contracted/agreed upon services and can vary depending on preplanned arrangements.

Procedures

In the initial contact, the Millersville University (MU) employee will provide the guest with the current procedures for travel reimbursement if applies. Guest travel expenses may be reimbursed if the following is met:

MU Department has agreed to specific reimbursement in addition to fee paid

Travel is more than 50 miles one way

Original, itemized receipts are submitted for auditing (traveler will not necessarily be reimbursed for all incurred expenses)

Travel Request is completed and approved prior to travel date

Any travel expenses are subject to the per diem limitations. Guest travelers are not eligible for travel advances.

Lodging expenses can be made by the MU staff member at an approved hotel from the list on the Purchasing web site and direct billed to purchasing@millersville.edu. Actual reimbursement for travel will be made to guest travelers by the Purchasing Department upon submission of a Travel Expense Voucher (signed by applicant and approved by the Financial Manager of the cost center account). In order to expedite processing, the responsible MU employee should, if possible, have the guest sign the Travel Expense Voucher before departure from campus. Necessary original, itemized receipts should be obtained from the applicant and attached to the voucher.

Lodging

In the interest of cost efficiency, convenience, and standardization of accommodations, the University has arranged with various hotel/motels/B&B's (see Approved Hotel/Motel Listings on the Purchasing Travel web page) to provide lodging for applicants at corporate rates. Under this plan, reservations at these (and only these) hotels may be made directly by the department and direct billed to MU

at purchasing@millersville.edu. The University will then be billed and pay directly for the room and applicable tax only for this stay. Any other hotel charges such as meals, personal services, etc. are the guest's responsibility and will be paid by the guest directly. When making the reservation the hotel should be provided with the guest's name, the department cost center and Travel Request number. **If the approved hotel/motel/B&B does not have a room available at the corporate rate, another hotel/motel/B&B must be chosen.** Department utilizing this procedure are responsible for notifying the hotel of any cancellations and will be liable for any cancellation charges.

Guest travelers may pay their own hotel expenses and be reimbursed for allowable costs via submission of a Travel Expense Voucher with appropriate original, itemized receipts (subject to per diem limits).

Airfare or other public transportation

The guest must make his/her own travel arrangements (with the exception of the hotel process above) for which they can be reimbursed through the Travel Expense Voucher process if approved by the department prior to the trip. The department can limit the full amount to be reimbursed.

In that all airline tickets are non-refundable, guest travelers should be advised that they will be responsible for the cost of cancelling the airline ticket up to the full fare price once it has been issued in their name.

Personal Vehicle

If a guest is driving to MU they could be paid mileage at the current US General Services Administrations (GSA) rate per mile. Original, itemized receipts are required for tolls, parking, etc. and must be taped down on a piece of paper in date order and attached to the completed Travel Expense Voucher.

Employees may be reimbursed for allowable personal auto mileage for transporting guests to motels, airports, and other in keeping expenses minimal. A regular Travel Request form for the employee should be completed and approved in advance and reimbursement will be accomplished through a Travel Expense Voucher after the event. The position and guest's name should be included on these forms.

Subsistence

Subsistence is not be reimbursed outside the negotiated contract.