**M E M O R A N D U M**

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| Date: | May 4, 2017 |
| To: | The University Community |
| From: | Lauren Weitzel, Interim Director of Purchasing and Campus Services |
| Re: | Travel Policy – Non-Reimbursable Hotel Tax |

There have been many questions as to why the Purchasing Office is not reimbursing for certain tax charges. Per our travel policy, the University is exempt from local/city/county taxes in the state of Pennsylvania. The University is not exempt from the Pennsylvania State Occupancy Tax or taxes in other states.

In order to establish this tax-exempt status in Pennsylvania, it is the travelers’ responsibility to provide a copy of the occupancy tax letter (“Tax Exemption Ruling”) and a completed hotel tax exempt form (“Tax Exemption Certificate”) upon check-in. Please see the links below for the necessary forms.

<http://www.millersville.edu/purchasing/files/OccupancyLocalTaxExemptionRuling1.pdf>

<http://www.millersville.edu/purchasing/files/Tax_Exempt_Hotel_2017LW.pdf>

If your Travel Expense Voucher is paid less the local/city/county taxes, you may contact the hotel directly for assistance with possible reimbursement (or credit) of local/city/county tax charges.

Please remember to complete the appropriate forms and take them on future travels.