

## MEMORANDUM

**To:** The University Community

**From:** Lauren Weitzel, Director  
Purchasing and Campus Services

**Date:** January 17, 2018

**Re:** Travel Reminders

For liability purposes, anyone traveling for University business should complete a Travel Request form.

The Dean of each department must sign all faculty Travel Request forms.

The prepay section of the Travel Request form is for prepayments or reimbursements that are to be made by the University before your travel. This section should not be completed for fees that have been paid with a University Purchasing Card.

Be sure to list ALL anticipated expenses in the right-hand column of the Travel Request form.

If a number does not populate on the Travel Request or Travel Voucher forms, please use the “Request Req Number” link on the purchasing website. <http://www.millersville.edu/purchasing/>

• Travel Request Form (PDF)  
Didn't Receive a Req. number in the PDF? [Request Req. Number](#)

• Travel Expense Voucher (PDF)  
Didn't Receive a Req. number in the PDF? [Request Req. Number](#)

Be sure to include a cost center number on the Travel Request and Travel Voucher forms. If a cost center is not included, it will be returned. If the funding source is unknown at the time of submittal, please note that on the Travel Request form.

If changes need to be made to an already submitted Travel Request form, please mark the original Travel Request with “revised (insert date)” and highlight the changes. If your changes affect your travel dates or monetary amounts, then your supervisor must initial the changes.

Travel expenses are processed by completing a Travel Request form or Travel Expense Voucher only. Travel cannot be paid from a Direct Payment form or an SAP Requisition.

Once a trip is completed, the traveler has 90 days from the return date of that trip to submit a Travel Voucher. Adding multiple trips to a travel voucher will not constitute reimbursement if one of the trips is over the 90-day period.

If you have any questions or concerns, please contact the Purchasing Department at extension 4181.