

MEMORANDUM

Date: October 24, 2018

To: The University Community

From: Lauren Weitzel, Interim Director of
Purchasing and Campus Services

Re: Purchasing Reminders

Listed below are helpful reminders for items that are processed at the Purchasing Office.

Enterprise Rentals:

All departments must enter the correct cost center in the system. Please do not enter your department name or random numbers.

Hotel Reservations for MU Guests:

All departments, please make sure to make the reservation at an approved hotel (list on Purchasing Travel Information page) and forward reservation information with cost center, GL, and purpose of expense to Purchasing@millersville.edu.

Employee hotel accommodations must be paid by each traveler upon check out and submitted for reimbursement.

TM Reminders:

Please do not use “advances” (request or expense report) or “Per Diem Reimbursement for Meals” (on expense report) as MU does not utilize these functions.

“Pre-Pay” expenses are expenses that are paid for and reimbursed prior to the trip date or paid directly to the vendor prior to the trip, such as conference registrations. (For those on ESS/TM: These are now made on the Travel Expense Report). The expenses that can be “pre-paid” are transportation (air, train), registration, and if a deposit is required for hotel prior to stay a deposit can be reimbursed):

Prepaid expenses can be reimbursed by the university prior to the date of actual travel if requested via Travel Expense Voucher. The university will only reimburse airfare, train, hotel deposits and registration. This must be approved by the appropriate Vice President.

Travel Management (TM) update:

Many of the Administrative departments are currently using the Travel Management system. While there have been a few issues, they have been resolved, and the Purchasing office looks forward to continuing the implementation of this system throughout campus. The plan will be to train the Dean's Offices and Secretaries in the near future, then the Faculty by schools once they are entered in the system and are comfortable.

Travel Reminders:

Per Travel Expense Regulations, travel expenses must be submitted within 90 days of date of return from a trip. If you leave and return, that is a trip. Multiple trips to the same location still need to be submitted within 90 days of each trip return. It is highly recommended that those who travel on a regular basis submit their mileage/expenses on a monthly basis.

Meals are to be the responsibility of the traveler and, if eligible, the traveler can submit for reimbursement. Each traveler should pay for their own expenses and submit on their own behalf. Meals should not be "split", each person should submit for their actual meal expense. Please be aware of the guidelines for meal reimbursement.

Additional reminders:

- Tax *cannot* be paid on alcohol purchases.
 - Removal of alcohol expense should include the tax associated with the alcohol.
- Tip reimbursement is eligible up to 20% of the sub total of eligible expenses.
 - Anything over 20% will not be reimbursed
- Up to \$6 is eligible for non-receipted porter fees.
 - \$3 for arrival assistance and \$3 for departure assistance.
- ALL other reimbursements (i.e. food, gas, and hotel) *must* be supported with an *itemized* receipt.
 - If itemized receipts are not provided, they will not be paid.

Thank you for your cooperation.

Please contact the purchasing office with any questions at x 4184