

## MEMORANDUM

Date: April 9, 2019  
To: The University Community  
From: Purchasing Department  
Re: Travel Management

Travel Management training continues. Travel Management (TM) is the online travel reimbursement system that piloted and implemented live across the administrative areas in 2018. We are ready to move forward with the remaining groups that have not received training to utilize the system. We expect to finalize transition to the online system for all faculty and staff by **July 1, 2019**.

All employees should have the Travel Management tab in ESS at this time (excluding Housekeeping and Dining). If you do not have this tab, please contact the Purchasing Office as soon as possible.

If you have not used the TM system, we have scheduled several training sessions in April. Please note that all sessions are in **Boyer Building, Room 235**, unless otherwise noted.

Training Sessions are as follows:

Thursday, April 11	8:00am, 12:05pm
Friday, April 12	10:00am (McComsey Hall, Room 119), 1:00pm
Monday, April 15	8:00am, 10:00am, 1:00pm
Tuesday, April 16	11:30am, 2:30pm
Friday, April 19	8:30am, 10:30am, 1:30pm
Monday, April 22	8:00am, 10:00am, 1:00pm
Wednesday, April 24	8:30am, 10:30am, 2:00pm
Monday, April 29	8:30am, 10:30am, 1:30pm
Tuesday, April 30	10:00am, 12:05pm, 3:00pm

Please email [Purchasing@millersville.edu](mailto:Purchasing@millersville.edu) to sign up for a session and ensure seating.

For your reference, you may access the Travel Management Guide on the Purchasing web page here: <https://www.millersville.edu/purchasing/files/travelmanagementguide.pdf>.

If you require a separate training time, please contact the Purchasing Office at extension 4181.

Thank you for your cooperation.