

MEMORANDUM

Date: July 3, 2019

To: The University Community

From: Jean Ressler, Accounting & Budget

Re: New Travel Regulations, Effective 07/01/2019

As of July 1, 2019, employees traveling overnight on University business will no longer be required to submit receipts for meals (subsistence), but instead may claim per diem reimbursements for these expenses. Travelers will need to complete the Subsistence Calculator found here <https://www.millersville.edu/purchasing/files/subsistencelcalc.pdf> to determine per diem rates for meals. Please see our website's section on subsistence to become reacquainted with the process. (Guests will still need to submit receipts.)

Per diem (subsistence) rates vary depending on location; a complete list of locations and rates can be found at the following site:

<http://www.passhe.edu/inside/anf/accounting/Pages/Employee-Travel-Expense-Reimbursement-Rates.aspx>

Please take time to review the new Travel Expense Regulations prior to your next trip! You can find our newly updated travel procedures here:

<https://www.millersville.edu/purchasing/files/travel-expense-regulations2019.pdf>

Additional travel information can be found here:

<https://www.millersville.edu/purchasing/travel/index.php>

Thank you for your cooperation.

Please contact Jean in the Accounting & Budget Office with any questions at x 4181.