

BCPO Travel Memo 10-02

Date: May 4, 2010

Subject: Open Travel Trips

To: All Human Resource Directors and Directors of Administration
for Agencies Serviced by the
Bureau of Commonwealth Payroll Operations

From: David Kessler 
Director
Bureau of Commonwealth Payroll Operations

I want to take this opportunity to commend travelers in your agency who have made reservations through the Commonwealth's online booking tool or by contacting ADTRAV, our current contracted travel agency. Their actions reduce the Commonwealth's overall travel costs and will enable us to negotiate favorable rates with travel providers in the future.

Travelers who make reservations as noted above finalize the process by submitting travel expense reports (TER), which must be approved by their supervisors and BCPO before travelers are reimbursed. However, there are a number of trips still open in SAP (in a "Request Recorded" status). Many of those trips were created for air or lodging reservations, but because those reservations were charged to agency airline cards or agency lodging cards and the travelers had no other reimbursable expenses, travelers did not see the need to submit TER's. Therefore, those trips remain open in SAP, without having undergone supervisory and audit review, and are not properly "expensed" in SAP.

I request that travelers submit a TER for all such past trips taken in calendar year 2010 and continue this practice for any future trips. If reservations are charged to an agency airline card or agency lodging card and there are no reimbursable travel expenses, travelers must still submit a TER to document the expense of the airfare or hotel. This also applies if a travel arranger makes reservations using the agency airline card or agency lodging card for a traveler who is not employed by the Commonwealth and has no other reimbursable travel expenses.

BCPO intends to send a similar message via the commonwealth's Employee Bulletin Board. In issuing this BCPO Memo, we want to make you aware of the issue and ask that you forward this memorandum to travelers within your agency who do not have access to e-mail or the Employee Bulletin Board.

Open Travel Trips
May 4, 2010
Page 2

If you have any questions, please feel free to contact me by calling 717-783-9118 or Steve Burns, Assistant Director for Payroll Accounting, at 717-783-9133. Travelers may contact BCPO's Travel Help Desk by calling 717-346-3401 or 1-800-824-0626 or e-mailing CO-TravelAudits@state.pa.us.

I appreciate your assistance in this matter.

cc: Ms. Anna Maria Kiehl
Mr. James Honchar
Ms. Janice Sage
Bureau Director's (6)
Ralph Perez-Bravo
Mr. Dan Sharar
Ms. Heather Tyler