



COMMONWEALTH OF PENNSYLVANIA  
OFFICE OF THE GOVERNOR  
HARRISBURG

**DATE:** February 24, 2022

**TO:** Agency Heads under the Governor's Jurisdiction  
Deputy Secretaries for Administration under the Governor's Jurisdiction

**FROM:** Nick Soccio, Acting Chief of Staff *Nicholas V. Soccio*

**RE:** Update to International and Domestic Travel Directives

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This memo is to replace the COVID-19 travel directive memo published on March 11, 2020. The following directives are effective immediately and until further notice:

- International travel for official Commonwealth business is authorized contingent upon Governor's Office approval.
- All out-of-state travel for official Commonwealth business is authorized contingent upon Governor's Office approval.

Agencies must use the Commonwealth Out-of-State Travel Application (COSTA) to request approval from the Governor's Office prior to making any reservations or incurring any costs related to out-of-state or international travel. The policies above also apply to any non-commonwealth employees traveling on commonwealth business. Any questions on the above policies can be sent to the Governor's Office via email at [ra-travelresponses@pa.gov](mailto:ra-travelresponses@pa.gov). For more information on traveling on behalf of the Commonwealth please visit the Budget Office's [website](#).