



COMMONWEALTH OF PENNSYLVANIA  
GOVERNOR'S OFFICE

**DATE:** September 18, 2017

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

**FROM:** Mike Brunelle, Chief of Staff  
Randy Albright, Secretary of Budget  
Sharon Minnich, Secretary, Office of Administration

**RE:** Out-of-State Travel Policy

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In an effort to decrease overall operating costs and the costs associated with out-of-state travel, the following out-of-state travel policy will replace the previous policy dated January 8, 2016 and will be in effect immediately and until further notice for all agencies under the Governor's jurisdiction.

All out-of-state travel is subject to the guidelines and requirements of the Commonwealth's Travel Procedure Manual. The guidelines and requirements outlined in this out-of-state travel policy are in addition to the Commonwealth's Travel Procedure Manual (Manual 230.1) and the Commonwealth Travel Policy (Management Directive 230.10). (Links to access these documents are below.) All requirements contained in the Commonwealth's Travel Procedure Manual are to be followed for out-of-state travel.

### **General Guidelines**

- This policy applies to all employees, including agency heads.
- All out-of-state travel requests must receive prior approval from the Governor's Office.
- No reservations or commitments of any kind are to be made prior to receiving approval from the Governor's Office.
- Requests submitted after travel has already occurred will be denied.
  - Travelers will not be reimbursed if approval is not obtained prior to travel.
  - Travelers will be responsible for refunding any Commonwealth paid airfare or hotel costs if approval is not obtained prior to travel.
- Travel for an employee must be mission critical to the agency and inherent to the job (for example: auditors, inspectors, examiners, enforcement and collections agents).
  - Travel involving certification or licensure requirements.
    - There is not any training available in the necessary timeframe in-state.

- Travel to fulfill the requirements of grant monies or any other contractual agreements.
- Travel that involves dues the commonwealth pays to a third party, professional agency or any other organization requiring the funds be used for travel and training purposes.
- Employee must have direct leadership or major participating role in proceedings and demonstrate such ahead of time.
- Travel has major public safety or vital policy implications for the administration.
  - This information must be explained in detail when submitting the request.
- Federally funded travel will not receive automatic approval. All federally funded travel must follow the same requirements listed above.
- Essential travel completely funded by third-party or professional association dollars must include a written statement from the agency's chief counsel in regard to compliance with the gift ban.
  - The Commonwealth should be reimbursed by third-party or professional associations not the individual employee.
  - This includes reimbursement of mileage for state vehicles.
- In regard to travel for trainings and conferences, the number of employees should be limited to most essential.
  - Travel for trainings and conferences must be inherent to an employee's job duties and mission critical for the agency in order for the travel to be approved.
  - The number of employees permitted to travel to trainings and conferences would be decided on a case by case basis, however, in most cases not more than 2 employees should need to attend a conference or training that is not required for certification or to fulfill the requirements of grant monies or any other contractual funding agreements.
  - Train the trainer – the staff member that attends can provide the necessary information to other agency employees.
- Essential travel must be in compliance with the Gift Ban, Executive Order 2015-01.
  - Written statement from the Chief Counsel regarding compliance with the gift ban is required to be submitted with all out-of-state travel requests that are funded by a third party or professional association unless dues paid by the Commonwealth cover travel.
- Supporting documentation must be submitted with the STD-189 form.
- The appropriate contact for each agency (Deputy Secretary for Administration or equivalent) must review and sign off on all travel requests submitted to the Governor's Office.
- Travelers must use the commonwealth's travel agent, AdTrav, for booking travel (i.e., all forms of transportation, excluding train which needs to be booked direct, and hotels).
- In regards to ground travel, travelers are to follow the standard ground travel instructions contained in the Commonwealth's Travel Procedure Manual.

Thank you for your continued cooperation and support of the Governor and the administration's efforts to maintain a cost-efficient government while providing the services that best serves the needs of all Pennsylvanians.

Manual 230.1, Commonwealth Travel Procedures Manual –

[http://www.oa.pa.gov/Policies/Documents/m230\\_1.pdf](http://www.oa.pa.gov/Policies/Documents/m230_1.pdf)

Management Directive 230.10, Commonwealth Travel Policy –

[http://www.oa.pa.gov/Policies/md/Documents/230\\_10.pdf](http://www.oa.pa.gov/Policies/md/Documents/230_10.pdf)