


TO: All Directors of Administration for
Agencies Serviced by the Bureau of Commonwealth Payroll Operations (BCPO)
Using ESS/SAP for Travel Expense Reimbursements

FROM: Stephen R. Burns 
Director
Bureau of Commonwealth Payroll Operations

DATE: April 4, 2014

RE: BCPO Memo #14-02, Travel Expenses - Third Party Reimbursements
New Activity Type

Beginning April 7, 2014, a new trip activity type, “Third Party Reimbursement”, will be available within the ESS/SAP Travel Expense Report (TER). This new activity type is to be used when a traveler or travel arranger must indicate that all or part of a commonwealth traveler’s expenses are expected to be reimbursed by a third party (per Manual 230.1, [Commonwealth Travel Procedures Manual](#), Section 7.3)

This new activity type will be available in the existing trip activity dropdown menu on a TER to make it easier for travelers and travel arrangers to comply with this policy and to make it available as a reporting field in the SAP Business Warehouse (also known as Business Intelligence). Previously, a traveler or travel arranger could only indicate that a third party reimbursement was expected by typing it in the comments section of a TER.

This change should be communicated to personnel who travel on commonwealth business, especially those who may have their travel expenses reimbursed by third parties. It should also be communicated to agency travel arrangers and those who review and approve TERs.

Thank you for your attention to this matter. Reference the attachment to this memo for additional information. If you have any questions on this memo or the handling of third party travel reimbursements, please contact us at co-travelaudits@pa.gov.

Attachment

cc: Anna Maria Kiehl, Chief Accounting Officer, Office of the Budget
James Honchar, Deputy Secretary, Human Resources & Management
Jeff Snyder, Manager, IES Payroll/Travel, Office of Administration
Comptroller Operations Bureau Directors (6)
Travel Super User Group (TSUG)

Policy

Refer to Manual 230.1, [Commonwealth Travel Procedures Manual](#), Section 7.3, Third Party Reimbursement

Procedure

Travelers Using ESS - Select 'Third Party Reimbursement' in the Activity Type dropdown box.

Additional Information
Activity Type: * [dropdown menu]
Reason for Trip: * [text field]
Comment: [text area]

Travel Arrangers using SAP TRIP transaction - Select 'Third Party Reimbursement' in the Activity dropdown box.

Mileage and Per Diem Reimbursement
Mileage Reimbursement
Miles/Km [input field: 0]
Vehicle Type [dropdown menu: State Vehicle]
Mileage Distribution [checkbox]
Activity [dropdown menu]

Additional Procedures:

Attach a copy of the invoice or other official documentation showing the third party reimbursement agreement to the Travel Expense Report.

Instruct the third party vendor to make the reimbursement payable to “Commonwealth of Pennsylvania” and remit directly to:

Bureau of Commonwealth Payroll Operations
Travel Accounting Section
PO Box 8006
Harrisburg, PA 17101-8006

Commonwealth travelers will be reimbursed based on commonwealth travel policy. Upon receipt, BCPO will deposit the third party reimbursement and refund the commonwealth agency funds.