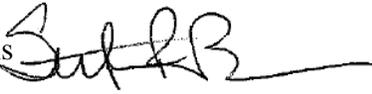


**TO:** All Deputies for Administration and Human Resource Officers for  
Agencies Served by the Bureau of Commonwealth Payroll Operations (BCPO)  
for Travel Expense Reimbursements

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

**DATE:** June 29, 2015

**RE:** BCPO Memo #15-03, Impact of a Budget Impasse on Travel Reimbursements

Commonwealth employees have been notified that in the event of a budget impasse, there are no anticipated delays to their scheduled pay. However, a budget impasse could affect travel reimbursements.

During a budget impasse, the Bureau of Commonwealth Payroll Operations (BCPO) Travel Audits Division will continue to audit and process travel expense reports submitted by employees and agency travel arrangers. However, Comptroller Operations has quality assurance processes that are in place to block payments, including travel expenses, that can't be paid during an impasse. Consequently, I regret to inform you that reimbursement requests funded from fiscal year 2015-16 budget appropriations will not be able to be paid during an impasse. See the Attachment to this memo for Comptroller Operations Q&A Question #20 on travel reimbursements during a budget impasse. The full Q&A document has already been provided to Deputy Secretaries for Administration and Budget Directors on June 17, 2015.

As a result of BCPO continuing to process, Commonwealth employees will continue to receive standard SAP system generated emails that indicate their reimbursements have been approved for payment. Employees should be informed that even though they receive this notification, a budget impasse may delay their reimbursement until a budget is passed and the fund source receives a valid appropriation. Upon an enacted budget, BCPO will work with Comptroller Operations Bureaus and Treasury to unblock and release travel expenses for reimbursement.

In regards to employee Corporate Travel Credit Cards, please see the Attachment to this memo for Comptroller Operations Q&A Question #21 on the effect a budget impasse will have on an employee's ability to make timely payments. Comptroller Operations is working with US Bank to ensure that any late fees that are a direct result of a budget impasse are charged directly to the Commonwealth and not charged to an employee accounts.

Thank you for your attention and communicating this information to your agency personnel whose travel reimbursements may be impacted by a budget impasse.

Attachment

cc: James Honchar, Deputy Secretary, Human Resources & Management, Office of Administration  
Comptroller Operations Bureau Directors (6)  
Travel Super User Group (TSUG)

## Attachment 1

### **Question 20: Will travel reimbursements be processed if there is a budget impasse?**

**Answer:** In the event of a budget impasse, the Bureau of Commonwealth Payroll Operations (BCPO) will continue to process expense reports as follows:

- Expense reports will continue to be processed for travel that occurred prior to July 1, 2015 and that is expended entirely from FY2014-2015 funds.
- Expense reports for travel that spans both the 2014-15 and the 2015-16 fiscal years (i.e., the travel began before July 1, 2015 and ended after June 30, 2015) will not be processed by BCPO if being paid from funds requiring appropriation. Such expense reports will not be processed until a budget is passed and an ESN has been issued.
- Expense reports will continue to be processed for travel that occurs on or after July 1, 2015 and are paid from funds not appropriated by the General Assembly—including, for example, those paid by the Lottery Fund, Vocational Rehabilitation Fund or Clean Air Fund. Organizations with the greatest number of these employees include the Liquor Control Board, the Department of Labor and Industry, the Pennsylvania Lottery, the Fish and Boat Commission and the Game Commission.
- Expense reports will not be processed for travel that occurs on or after July 1, 2015 and are paid from funds requiring appropriation. These expense reports will not be processed until a budget is passed and an ESN has been issued.

### **Question 21: What effect will a budget impasse have on an employee's ability to make timely payments on their corporate travel card?**

**Answer:**

Commonwealth Corporate Card billings occur on the 10<sup>th</sup> day of each month and are payable on the 5<sup>th</sup> day of the following month. For example:

- The July 10 Commonwealth Corporate Card billing will be due August 5.
- The August 10 Commonwealth Corporate Card billing will be due September 5.

US Bank has agreed to work with us on a waiver process in the event late fees become applicable as a result of a budget impasse.

Commonwealth Corporate Card holders are reminded that Corporate Cards are to be used for business purposes only in accordance with *Manual 230.1 – Commonwealth Travel Procedures Manual*, and cannot be used for personal purposes at any time, including during a budget impasse.

Travelers should continue to submit travel expense vouchers during the budget impasse and BCPO will hold travel expense vouchers for travel in the 2015-16 fiscal year during the budget impasse. After the budget is enacted, BCPO will process all expense reports held due to the budget impasse and release them to the Treasury Department for payment as soon as possible.