

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

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

DATE: December 6, 2018

RE: BCPO Travel Memo #18-01
New SAP Travel Role for Agency Board Administrators
Role Name: YPC:AGENCY BOARDNONCOMM_ADMIN

This memo is to inform you about a new SAP role that is available for Agency Board Administrators to perform their responsibilities as defined in [Management Directive 305.19, Identification of Boards, Commissions, Councils, Advisory Committees, and Authorities](#).

Currently, memos or emails are sent to BCPO to identify Boards and Non-Commonwealth Travelers (NonComms) and request various actions be taken. A form [[BCPO-3310](#)] is used to collect and report detailed membership information needed for reimbursement. The current process is labor intensive, involves duplication of activities, and utilizes mail or email transmission of personal information.

The new role will give Board Administrators access to a new SAP transaction that allows them to perform the following functions:

- New, Update, or Delete Board/Commission;
- Hire or Separate NonComms; and
- Update Name, Address, Bank Details, Account Coding of NonComms

The new Board Administrator role will be assigned through an ePAR submitted by BCPO. BCPO Travel Operations staff will reach out to your agency's Board Contacts in the coming weeks to 1) establish the Board Administrator and 2) transition Boards and members who will be reimbursed for travel expenses into SAP.

A separate new SAP transaction has also been created for current Agency Travel Arrangers allowing them to perform the following functions:

- Hire or separate NonComms; and
- Update Name, Address, Bank Details, Account Coding of NonComms

These new transactions eliminate the need for mailing or emailing personal data to BCPO, eliminates duplicate data entry processes, and automates workflow and transaction entries. In addition, the new SAP process will place Board Members and NonComms in organizational units and non-complement positions which will allow for more visibility and reporting capability.

A User Guide detailing the separate roles of the Board Administrator and Travel Arrangers, as well as step by step instructions for accessing and using both new SAP transactions will be provided to your Board Administrators and Travel Arrangers after BCPO has transitioned your Agency's Boards and its members receiving travel expenses into SAP.

The intent of this memo is to give you advanced notice of this upcoming change. The change is necessary to improve the integrity and accuracy of the data as well as create a more efficient process to administer the responsibilities of Management Directive 305.19.

Until your agency's administrators are contacted by BCPO regarding this transition; they should continue to use the current process of submitting Form BCPO-3310 for Board Member updates.

Questions can be directed to [OB, BCPO Board and Commissions \(RA-OBBCPOBOARD@pa.gov\)](mailto:RA-OBBCPOBOARD@pa.gov).

cc: Comptroller Operations Bureau Directors (6)
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