

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

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

**DATE:** July 30, 2019

**RE:** BCPO Travel Memo #19-02  
Changes to Acceptable File Types for Attachments to Travel Expense Reports

Effective August 25, 2019, changes will be made to the DocFinity document storage system so that only files with the following extensions will be acceptable as attachments to travel expense reports:

- .pdf
- .png
- .jpg or .jpeg
- .tif or .tiff

Most scanned documents and images being attached now are already one of these file types. However, employees who regularly attach spreadsheets (.xlsx), word documents (docx), or emails (.msg) to travel expense reports will no longer be able to do so without converting them to an acceptable document type. Any employee who attempts to attach a document type that isn't permitted will receive an error message showing the acceptable file extensions.

The most commonly attached file that this will impact is the Ground Travel Worksheet (GTW), which is a spreadsheet. Consequently, the GTW has been converted to a .pdf form. The .pdf version of the GTW will be available for download beginning on August 12, 2019 from [www.travel.pa.gov](http://www.travel.pa.gov) or the Department of General Services [website](#). Other commonly attached documents can be easily converted to .pdf using the attached procedures or by simply scanning them.

This change does not impact any other areas within SAP using DocFinity for file storage. It only impacts travel expense reports and is being made to prepare for the transition to SAP Concur in December 2019. SAP Concur does not permit attachments other than those file type extensions identified above.

This memo is to give you advance notice of the change. Please share this memo within your agency to those who will be affected, such as travelers and travel arrangers.

Questions on this memo can be directed to the Travel Audits Help Desk at [co-travelaudits@pa.gov](mailto:co-travelaudits@pa.gov).

Attachment



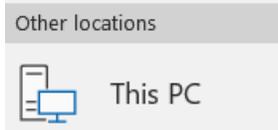
cc: Brian Lyman, Chief Accounting Officer  
Comptroller Operations Bureau Directors  
Stacey Jo Withers, Assistant Director of Travel Operations  
Lisette Lindsay, IES Payroll/Travel, Office of Administration  
Jason Thomas, Director, Human Resource Service Center  
Travel Super User Group (TSUG)

## Procedure for saving Microsoft Excel or Word files as a .pdf Document

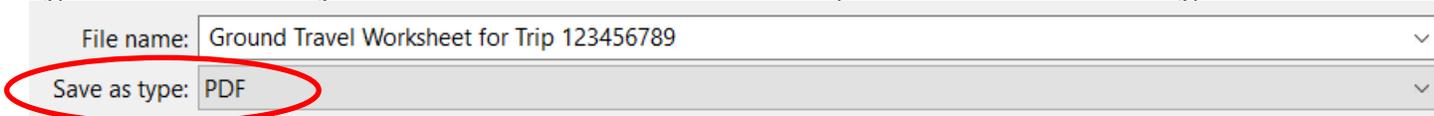
1. When a document is ready to save, select File from the menu bar and select "Save As".



2. Double click on the "This PC" option.



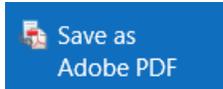
3. Navigate to the folder or location you would like to save the file.
4. Type the file name that you want and then select PDF from the drop-down list under "Save as type:"



5. Select "Save". The document has been saved as a .pdf file and can be attached to a travel expense report.

## Procedure for saving an Email as a .pdf Document

1. When an email is ready to save, select File from the menu bar and select "Save As Adobe PDF".



If this option is not available under the file menu, another option is to select Print and then select the "Adobe PDF" option under the Printer menu.

2. Navigate to the folder or location you would like to save the file.
3. Type the file name that you want and then select PDF from the drop-down list under "Save as type:"



4. Select "Save". The document has been saved as a .pdf file and can be attached to a travel expense report.