

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 (BCPO)

DATE: February 20, 2020

RE: BCPO Travel Memo #20-02, ESS/SAP Expense Entry Cutoff Date is March 27, 2020

This memo is to advise you that **March 27, 2020** will be the last day ESS/SAP will be available to enter travel expenses incurred prior to January 1, 2020.

Per Management Directive 230.10, *Commonwealth Travel Policy*, submission of a travel expense report must occur within 60 business days of the date of travel. Therefore, the ESS/SAP system will only be available for employees to submit for reimbursement of travel expenses until March 27, 2020.

This cutoff date only impacts the ability to enter new expense reports in ESS/SAP. After March 27th, supervisors will still be able to approve trips that remain in their workflow and employees/travel arrangers will still be able to view trip history.

This cutoff is the final step in the transition to SAP Concur for all travel expense entry and processing. Questions on this memo can be directed to co-travelaudits@pa.gov.

cc: 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)