

**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:** May 18, 2020

**RE:** BCPO Travel Memo #20-03, SAP Concur Locate & Active Monitoring

On June 1, 2020, BCPO Travel Operations will activate an SAP Concur duty-of-care tool called Locate & Active Monitoring. SAP Concur users may register their mobile device within their SAP Concur profile in order to receive communications and alerts from these services, as described below.

- **Locate** gives Travel Operations the ability to instantly communicate to travelers via their registered email and mobile device. Communications occur only when necessary due to unplanned events that are occurring at or near the traveler's location, such as severe weather. The communication will be used to determine if travelers need assistance.
- **Active Monitoring** is a support service in which SAP Concur monitors global risk events and issues risk alerts. These include large scale events such as natural disasters, hostage/siege situations, mass shootings, terrorist attacks, political violence resulting in military mobilization, or coup attempts. If a risk incident occurs, only registered users who have elected to receive alerts and whose locations are impacted will be notified.

These services use the work address stored in the users SAP Concur profile as well as location information resulting from a user's travel reservations from SAP Concur in order to determine if a user may be impacted by an incident and should be notified.

Instructions on how users can enroll in these services are in the attached User Guide. Questions on this memo can be directed to BCPO Travel Operations at [ra-coto@pa.gov](mailto:ra-coto@pa.gov).

cc: Comptroller Operations Bureau Directors  
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