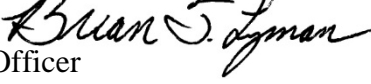**TO:**   All Agencies Heads and Deputies for Administration

FROM: Brian T. Lyman
              Chief Accounting Officer
              Office of the Budget, Office of Comptroller Operations

DATE: December 5, 2019

RE: SAP Concur Travel Transformation Project – Go-Live Transition Schedule

MESSAGE:
As we approach the transition to SAP Concur, I want to share with you the go-live schedule. Please note that until December 31, 2019, employees will continue to use the current booking tool, GetThere, for online booking and the current ESS/SAP system for expense reimbursements. ADTRAV will continue as the contracted travel agency, so there will be no changes for agent-assisted reservations.

The transition to the SAP Concur system will occur as follows.

On **January 1, 2020:**
- Blackout: SAP Concur will not be available for travel reservations or expense reimbursements.

Beginning **January 2, 2020:**
- SAP Concur is live for travel reservations.
- Blackout: SAP Concur is not available yet for expense reimbursements.

Beginning **January 7, 2020:**
- SAP Concur is live for expense reimbursements for travel on or after 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 SAP/ESS system will continue to be available for employees for reimbursement of travel expenses incurred prior to January 1, 2020 for 60 business days into the new year (March 27, 2020).

The project team will communicate SAP Concur project updates through the Employee Bulletin Board, Travel Super User Group, and the travel website at www.travel.pa.gov. Please share this update through your internal communication channels to the appropriate agency personnel. Any questions on this memo can be directed to OB, BCPO (ra-ob-bcpo@pa.gov).

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