


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 13, 2019

RE: SAP Concur Travel Transformation Project – Travel Policy Revisions

MESSAGE:

In conjunction with the transition to SAP Concur, the Commonwealth travel policy has been revised. The changes will be effective for travel on or after January 1, 2020.

The policy changes include:

- Using SAP Concur to book train (Amtrak) tickets;
- Calculating maximum overnight subsistence allowances on a calendar day basis;
- Incorporating a daily incidental expense allowance; and
- Limiting employees to one travel expense reimbursement submission per week.

Links to the complete policy and the procedures manual can be found on the [Travel Policies & Memos](#) page of the travel website. Details on just the changes can be found on the [SAP Concur](#) page of the travel website in the User Guide - Travel Policy Changes.

Online training on the policy changes is being developed and is anticipated to be available beginning December 17, 2019.

The project team will communicate this update 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](mailto:ra-ob-bcpo@pa.gov) (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
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