

## User Guide – Travel Policy Changes

This user guide is intended to explain the key changes to Commonwealth travel policy made in conjunction with the implementation of SAP Concur that are effective January 1, 2020.

### Management Directive 230.10, Commonwealth Travel Policy

#### No Changes

### Manual 230.1, Commonwealth Travel Procedures Manual

#### Section Two, Ground Travel, Paragraph 2.5 Train

- SAP Concur has the functionality for users to book Amtrak train tickets; therefore, using the Amtrak website is no longer required and travelers must use SAP Concur to reserve and purchase train tickets. See page 2 for details.

#### Section Four, Subsistence, Paragraph 4.2 Reimbursement Amounts and 4.3 High Cost Area

- SAP Concur follows the federal US General Services Administration (GSA) Meals & Incidental Expense (M&IE) rate policy for calculating maximum overnight subsistence allowances. See page 3 for details.
  - Allowances are by calendar day, which is a change from the current policy of calculating allowances by 24-hour period beginning with the starting time of the trip.
  - Allowances for the first day and last day in overnight travel status are 75% of the GSA M&IE rate.
  - Amounts that are deducted from allowances when meals are provided will also follow the GSA rates.

#### Section Seven, Reimbursement, Paragraphs 7.1 General and 7.2 Reimbursement Claim

- In order to reduce administrative costs related to the approval, audits and processing of travel expense reports, the policy with SAP Concur requires travelers to limit submission of travel expense reports to no more than one expense report per week. See page 4 for details.

#### Section Seven, Reimbursement, Paragraph 7.6 Miscellaneous Expense

- Because SAP Concur follows the US GSA M&IE rates for calculating maximum overnight subsistence allowances, incidental expenses are included in the M&IE rate instead of claiming them separately as miscellaneous expenses. Incidental expenses include tips to porters, baggage carriers, and hotel staff. See page 5 for details.

## Booking Amtrak in SAP Concur

Current Policy	Policy Effective with SAP Concur
<p><b>Paragraph 2.5 Train</b> - Amtrak tickets must be reserved directly through Amtrak at <a href="http://www.amtrak.com">www.amtrak.com</a> or telephone and paid for with a corporate travel card or personal card. Amtrak passes are available for frequent trips.</p>	<p><b>Paragraph 2.5 Train</b> - Amtrak tickets must be reserved directly through SAP Concur and paid for with a corporate travel card or personal card.</p>

## Overnight Subsistence Allowances

Current Policy	Policy Effective with SAP Concur
<p><b>Paragraph 4.2 Reimbursement Amounts</b></p> <p>Commonwealth travelers in overnight travel status on official commonwealth business may be reimbursed for meals, including tax and tips; the maximum reimbursement is not to exceed maximum GSA overnight subsistence allowance in a 24-hour period. The 24-hour period begins upon departure from home or headquarters, whichever is applicable, on official travel status.</p> <p>When the overnight travel encompasses a portion that is less than 24 hours, the subsistence reimbursement is limited to 12.5% of the maximum daily M&amp;IE reimbursement rate per full three-hour period.</p> <p>Commonwealth travelers who are provided meals during the course of their travel must deduct a corresponding meal rate from the maximum daily reimbursement rate of their subsistence reimbursement claim for each meal provided: 22% breakfast; 22% lunch; 56% dinner or the corresponding equivalent in a high cost area.</p>	<p><b>Paragraph 4.2 Reimbursement Amounts</b></p> <p>Commonwealth travelers in overnight travel status on official commonwealth business may be reimbursed for meals, including tax and tips; the maximum reimbursement is not to exceed the maximum Standard GSA Meals &amp; Incidentals (M&amp;IE) rate. Standard M&amp;IE rates are available at <a href="https://www.gsa.gov">https://www.gsa.gov</a>.</p> <p>On the traveler's first and last day in overnight travel status, the subsistence reimbursement is limited to 75% of the maximum Standard M&amp;IE reimbursement rate. First &amp; Last Day of Travel rates are also available at <a href="https://www.gsa.gov">https://www.gsa.gov</a>.</p> <p>Commonwealth travelers who are provided meals during the course of their travel must deduct a corresponding meal rate from the maximum daily M&amp;IE reimbursement rate of their subsistence reimbursement claim for each meal provided. Rates for breakfast, lunch, and dinner are available at <a href="https://www.gsa.gov">https://www.gsa.gov</a>.</p>
<p><b>Paragraph 4.3 High Cost Area</b></p> <p>Increased subsistence allowances are available in locations designated as high-cost areas. Subsistence allowances for these areas follow the GSA Meals and Incidental Expenses table. Information is available at <a href="http://www.travel.state.pa.us">www.travel.state.pa.us</a> or <a href="http://www.gsa.gov">www.gsa.gov</a>. The commonwealth will only reimburse the incidental amounts as defined by the GSA. Incidental amounts are defined on the GSA website. Reimbursements for high cost areas, follow the same guidelines in Section 4.2, Reimbursement Amounts.</p>	<p><b>Paragraph 4.3 High Cost Area</b></p> <p>Increased subsistence allowances are available in locations designated as high-cost areas. Subsistence allowances for these areas follow the GSA Meals and Incidental Expenses (M&amp;IE) rates. Rates are available at <a href="https://www.gsa.gov">https://www.gsa.gov</a>. Reimbursement for high cost areas, follow the same guidelines in Section 4.2, Reimbursement Amounts.</p>

## One Travel Expense Report Submission Per Week

Current Policy	Policy Effective with SAP Concur
<p><b>Paragraph 7.1 General.</b> Commonwealth travelers are expected to exercise good stewardship of funds when traveling on official commonwealth business. Commonwealth travelers will receive reimbursement of actual expenses incurred in the performance of their duties within prescribed maximums. Complete justification for travel expenses must be included with the submission of the Travel Expense Report (TER). Justification includes matching receipts, approved expense verification methods, and when required, explanations in the corresponding comments section in the TER. Any expenditure disallowed by BCPO is the responsibility of the employee.</p>	<p><b>Paragraph 7.1 General.</b> Commonwealth travelers are expected to exercise good stewardship of funds when traveling on official commonwealth business. Commonwealth travelers will receive reimbursement of actual expenses incurred in the performance of their duties within prescribed maximums. Complete justification for travel expenses must be included with the submission of the Travel Expense Report (TER). Submission of expenses must be limited to one TER per week. Justification includes matching receipts, approved expense verification methods, and when required, explanations in the corresponding comments section in the TER. Any expenditure disallowed by BCPO is the responsibility of the employee.</p>
<p><b>7.2 Reimbursement Claim.</b> All Commonwealth travelers who travel on official commonwealth business must submit for reimbursement of expense in SAP a TER that includes justification. The TER is routed for agency approval and submitted to BCPO. Reimbursement is authorized once all required travel justifications are submitted to BCPO.</p>	<p><b>7.2 Reimbursement Claim.</b> All Commonwealth travelers who travel on official commonwealth business must submit for reimbursement of expense in SAP Concur a TER that includes justification. Submission of expenses must be limited to one TER per week. The TER is routed for agency approval and submitted to BCPO. Reimbursement is authorized once all required travel justifications are submitted to BCPO.</p>

## Incidental Expense Allowance

<b>Current Policy</b>	<b>Policy Effective with SAP Concur</b>
<p><b>Paragraph 7.6 Miscellaneous Expense</b></p> <p>Baggage: Baggage handling and gratuities are limited to reimbursement of \$1.50 per piece.</p>	<p><b>Paragraph 7.6 Miscellaneous Expense</b></p> <p>Incidental Expenses: incidental expenses (IE) include gratuities to porters, baggage carriers, and hotel staff. A daily IE allowance rate is included in the M&amp;IE rate. Only actual expenses paid may be claimed for reimbursement and travelers must provide a description of the IE on the TER. IE rates are available at <a href="https://www.gsa.gov">https://www.gsa.gov</a>.</p>