

*Posted to Employee Bulletin Board – 02/28/20*

**Travelers and Travel Arrangers: Enter 2019 Travel Expenses before March 27<sup>th</sup>.**

*March 27, 2020 will be the last day links will be enabled in ESS/SAP to enter new 2019 expenses reports.*

The Commonwealth's travel reservation and expense reimbursement process has been modernized by implementing SAP Concur for travel on or after January 1, 2020.

**For travel expenses incurred prior to January 1, 2020**, the links employees use in Employee Self Service (ESS) to enter new reports will continue to be available until March 27, 2020. Travelers and travel arrangers should be entering these prior year expenses now. After March 27<sup>th</sup>, the links will be disabled.

Management Directive 230.10, *Commonwealth Travel Policy*, establishes policy, responsibilities, and procedures for the Commonwealth's travel program. Submission of a travel expense report must occur within 60 business days of the date of travel. The policy and information on SAP Concur can be found on the travel website at [www.travel.pa.gov](http://www.travel.pa.gov).

*Posted to Employee Bulletin Board – 1/7/20*

## **Attention Commonwealth Travelers – SAP Concur is Live!**

*SAP Concur is now live for commonwealth business travelers.*

We are pleased to announce that SAP Concur is now live for online reservations and expense reimbursements. The procedure of booking online and submitting expense reimbursement has been consolidated into one online tool, SAP Concur Travel & Expense.

SAP Concur will significantly reduce the administrative time of booking and expensing employee business travel costs and offers enhanced features, such as:

- **Integrated travel and expense:** book travel and link itineraries to expense reports
- **Smart E-receipts:** Corporate credit card charges and e-receipts can be automatically populated to the expense report to significantly reduce or eliminate manual scanning and attaching.
- **Improved interface:** a user-friendly application for booking travel and submitting expenses.
- **Mobile capabilities:** book travel, track mileage, and submit expense reports are options available for you to complete via your mobile device.

Employees who travel for their job must update their SAP Concur travel profile. Even if no changes are needed, employees must save their profile before they can book a trip.

Training, User Guides, and FAQs are all available on the SAP Concur page of the travel website at [www.travel.pa.gov](http://www.travel.pa.gov). While in SAP Concur, click “Support” on the homepage anytime to access the knowledge base, online chat, or support hotline for navigational assistance.

Using SAP Concur to save time reserving travel and completing expense reports will lead to greater workplace efficiency and a better experience for commonwealth business travelers.

*Posted to Employee Bulletin Board – 12/17/19*

## **SAP Concur Go-Live Schedule**

*SAP Concur goes live in January 2020! Here's the schedule that you need to know.*

Until December 31, 2019, Commonwealth 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.

### **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).

All information, training, FAQs and User Guides can be found on the SAP Concur tile on the travel website at [www.travel.pa.gov](http://www.travel.pa.gov). Questions on the transition to SAP Concur can be directed to [ra-ob-bcpc@pa.gov](mailto:ra-ob-bcpc@pa.gov).

## **Travel Policy changes with SAP Concur are effective January 1, 2020**

*Traveling on Commonwealth business? Know the policy before you go.*

The travel policy Management Directive 230.10 and procedures Manual 230.1 have been updated in conjunction with the implementation of SAP Concur and the changes are effective January 1, 2020. Employees should review the full policy and manual, but here are the changes you need to know.

**Train** – SAP Concur has the functionality to book Amtrak tickets. The policy was updated to reflect SAP Concur as the required online booking tool for Amtrak train tickets.

**Overnight Subsistence** – SAP Concur follows the US General Services Administration (GSA) Meals & Incidental Expense (M&IE) rate policy for

calculating maximum overnight subsistence allowances. The policy was updated to reflect this change so maximum allowances are by calendar day, the first and last day in overnight travel are calculated at 75% of the M&IE rate, and amounts deducted when meals are provided follow the GSA rates. Rates can be found on the [GSA website](#).

**Incidental Expenses** – Because SAP Concur follows the GSA M&IE rates, the policy was updated to require incidental expense claims be 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.

**Reimbursement Claims** – The policy was updated to require travelers to limit their submission of travel expenses in SAP Concur to no more than one expense report per week.

Travel policies and procedures can be found on the [Travel Policies and Memos](#) page of the travel website. Questions on the travel policy can be directed to [co-travelaudits@pa.gov](mailto:co-travelaudits@pa.gov).

## **SAP Concur Travel & Expense Training**

*Web-based trainings and User Guides are now available.*

The Commonwealth is replacing the current procedures of booking online with GetThere and submitting expense reimbursement via the SAP travel expense module with one tool, SAP Concur Travel & Expense. The transition will take place in January 2020. The training below is currently available for Commonwealth employees.

### **Web Based Training:**

- **Intro to SAP Concur** – this is a general overview of the changes coming with SAP Concur.
- **SAP Concur Travel and Expense** – this is a detailed training on how to log-in, update your profile, and use SAP Concur for commonwealth business travel reservations and expense reimbursements.
- **SAP Concur Expense** – this is a detailed training on how to log-in, update your profile, and use SAP Concur for expense reimbursements.
- **Travel Policy Changes** – This is a brief overview of the updates to travel policy in conjunction with the implementation of SAP Concur.

### **Instructor Led Training:**

- **SAP Concur Travel & Expense** – the Commonwealth Office of Travel Operations offers instructor-led travel training courses in Harrisburg. January dates are available now for enrollment.

The above training courses can be found within ESS by selecting the My Training link, enter “SAP Concur” in the Search Term field, and click the Find button. Step-by-step User Guides are also available on the [SAP Concur page](#) of the travel website.

Questions on SAP Concur can be directed to [ra-ob-bcpo@pa.gov](mailto:ra-ob-bcpo@pa.gov).

**Posted to Employee Bulletin Board - December 4, 2019**

**SAP Concur Training**

Training options are being offered for employees to learn the procedures and exciting new features that will be available with SAP Concur.

The training options described in the table below are being offered in advance of the SAP Concur go-live on January 2, 2020. The content of the web-based and classroom courses are identical so the web-based training is recommended to save time and eliminate unnecessary travel costs. All courses can be found in [Employee Self Service \(ESS\)](#) by clicking on the My Training link and using "SAP Concur" as the search term.

Course Title	Course Description	Course Length	Course Format	Course Availability
Intro to SAP Concur	Introductory overview of the changes coming with SAP Concur Travel & Expense.	5 minutes	Web Based	Available now in ESS
SAP Concur Expense	This course is intended for employees who normally only travel on day trips and do not necessarily need to know how to make online reservations. It includes a video with instructions for logging in, exploring the home page, managing profile settings, and submitting expenses for reimbursement.	120 minutes	Classroom	December 2019 course dates are available now in ESS. This course is only offered in Harrisburg.
		60 minutes	Web Based	Will be available in ESS beginning December 4, 2019.
SAP Concur Travel & Expense	This course is intended for employees who will need to know how to make online reservations and submit expense reports. It includes a video with instructions for logging in, exploring the home page, managing profile settings, making reservations, and submitting expenses for reimbursement.	150 minutes	Classroom	December 2019 course dates are available now in ESS. This course is only offered in Harrisburg.
		90 minutes	Web Based	Will be available in ESS beginning December 4, 2019.

Attendees of the classroom training will be given the opportunity to ask questions; however, those taking the web-based courses can always review Frequently Asked Questions or User Guides that are available on the travel website at [www.travel.pa.gov](http://www.travel.pa.gov). Click on the SAP Concur tile to access the content. Questions on SAP Concur can be directed to [ra-ob-bcpo@pa.gov](mailto:ra-ob-bcpo@pa.gov). The trainings will continue to be offered after go-live and additional help desk support will be available through an SAP Concur User Support Desk beginning in January.

## Travel & Expense

*The implementation of SAP Concur is postponed until January 2020.*

The implementation of SAP Concur has been delayed a few weeks in order to allow additional time for testing. Commonwealth employees must continue to utilize current systems, policies, and procedures for booking travel and expense reimbursement through December 31, 2019.

Please reference the SAP Concur tile on the travel website at [www.travel.pa.gov](http://www.travel.pa.gov) for updates and information on the project. Questions can be directed to [ra-ob-bcpo@pa.gov](mailto:ra-ob-bcpo@pa.gov).

## SAP Concur Travel & Expense Training

*An SAP Concur intro course is available now within Employee Self Service (ESS). More training options are coming soon.*

The Commonwealth is replacing the current procedures of booking online with GetThere and submitting expense reimbursement via the SAP travel expense module with one tool, SAP Concur Travel & Expense. The transition is expected to take place in January 2020.

What training will be available?

- **Intro to SAP Concur** – This is a brief web-based overview of the changes coming with SAP Concur and is available within ESS. Employees can enroll now by logging in to ESS, click the My Training link, and find the course by entering “Intro to SAP Concur” in the search term field.
- **Web-Based Travel & Expense Training** – prior to go-live, more detailed web-based trainings will be made available within ESS for employees to learn how to log-in and use SAP Concur for commonwealth business travel reservations and expense reimbursements.
- **User Guides** – at the same time the web-based training is available, step-by-step User Guides will be posted for reference on the travel website at [www.travel.pa.gov](http://www.travel.pa.gov).
- **Instructor-Led Training** – certain agencies may be providing instructor-led courses for their employees. Also, the Commonwealth Office of Travel Operations will continue offering instructor-led travel training courses in Harrisburg. Employees can check for course availability within ESS by selecting the My Training link and entering the search term “Travel”.

Questions on SAP Concur training can be directed to [ra-ob-bcpo@pa.gov](mailto:ra-ob-bcpo@pa.gov).

*Posted to Employee Bulletin Board – 08/13/19*

## **Travel & Expense – What is SAP Concur?**

*SAP Concur is an all-in-one travel planning and expense tool.*

The Commonwealth is replacing the current procedures of booking online with GetThere and submitting expense reimbursement via the SAP travel expense module with one tool, SAP Concur Travel & Expense. The transition is expected to take place in December 2019.

What's in it for me?

- Improved user experience – Concur integrates booking and expense reporting with a user-friendly interface for your computer and mobile devices.
- Expenses made easy – booking and receipt data flows automatically into Concur Expense, so the expense report is built for you and employees save time by quickly creating and submitting accurate in-policy expense reports.
- Faster approvals – with more accurate data and the SAP Concur mobile app, managers can review and approve expense reports faster anywhere, anytime.

Additional communications will continue to be distributed throughout the project and training will be provided before the transition.

Questions can be directed to the Bureau of Commonwealth Payroll Operations at [OB, BCPO](#).



*Posted to Employee Bulletin Board – 07/11/19*

## **Commonwealth Travelers, Travel Arrangers, and Travel Expense Approvers – SAP Concur is Coming!**

*SAP Concur is an all-in-one travel planning and expense tool*

The Office of Comptroller Operations is working on a transformation that will impact all travelers, travel arrangers, and travel expense approvers. Booking reservations online with GetThere, submitting expense reimbursements or approving expense reports via ESS or SAP will be replaced with SAP Concur Travel & Expense.

This transformation will significantly reduce the administrative time of booking and expensing employee business travel costs and will offer enhanced features, such as:

- Integrated travel and expense: book travel and link itineraries to expense reports.
- Smart **E-receipts**: Corporate credit card charges and e-receipts can be automatically populated to the expense report to significantly reduce or eliminate manual scanning and attaching.
- Improved interface: a **user-friendly** application for booking travel and submitting expenses.
- **Mobile** capabilities: book travel, capture mileage, and submit expense reports are options available for you to complete via your mobile device.

The transition is being planned for December 2019. Communications will continue to be distributed throughout the project and training will be provided before the transition.

Questions can be directed to the Bureau of Commonwealth Payroll Operations at [OB, BCPO](#). Answers to Frequently Asked Questions can be found by clicking on the SAP Concur tile on the travel website at [www.travel.pa.gov](http://www.travel.pa.gov).

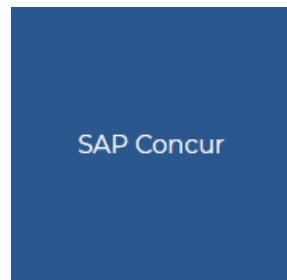
*Posted to Employee Bulletin Board – 03/12/19*

## **Where can Commonwealth Travelers get info on SAP Concur?**

Visit [www.travel.pa.gov](http://www.travel.pa.gov) for updates and info on the SAP Concur project.

The Office of Comptroller Operations has announced an upcoming transition to SAP Concur Travel & Expense will occur in December 2019. This transformation will significantly reduce the administrative time of booking travel and expensing employee business travel costs and will offer enhanced features to commonwealth travelers and travel arrangers.

A webpage has been created on the Commonwealth's travel website to provide the latest information on the project. Visit [www.travel.pa.gov](http://www.travel.pa.gov) and click on the 'SAP Concur' tile.



Questions on the SAP Concur Travel & Expense project can be directed to the Bureau of Commonwealth Payroll Operations at [OB, BCPO](#).

*Posted to Employee Bulletin Board – 2/5/19*

## **Travel & Expense – What is SAP Concur?**

*SAP Concur is an all-in-one travel planning and expense tool.*

The Commonwealth is replacing the current procedures of booking online with GetThere and submitting expense reimbursement via the SAP travel expense module with one tool, SAP Concur Travel & Expense. The transition is expected to take place in December 2019.

What's in it for me?

- Improved user experience – Concur integrates booking and expense reporting with a user-friendly interface for your computer and mobile devices.
- Expenses made easy – booking and receipt data flows automatically into Concur Expense, so the expense report is built for you and employees save time by quickly creating and submitting accurate in-policy expense reports.
- Faster approvals – with more accurate data and the SAP Concur mobile app, managers can review and approve expense reports faster anywhere, anytime.

Additional communications will continue to be distributed throughout the project and training will be provided before the transition.

Questions can be directed to the Bureau of Commonwealth Payroll Operations at [OB, BCPO](#).

*Posted to Employee Bulletin Board – 1/14/19*

## **Attention Commonwealth Travelers – SAP Concur is Coming!**

*SAP Concur is an all-in-one travel planning and expense tool*

The Office of Comptroller Operations is pleased to announce an upcoming transformation. The current procedure of booking online with GetThere and submitting expense reimbursement via the SAP travel expense module will be replaced with one tool, SAP Concur Travel & Expense.

This transformation will significantly reduce the administrative time of booking and expensing employee business travel costs and will offer enhanced features, such as:

- Integrated travel and expense: book travel and link itineraries to expense reports
- Smart E-receipts: Corporate credit card charges and e-receipts can be automatically populated to the expense report to significantly reduce or eliminate manual scanning and attaching.
- Improved interface: a user-friendly application for booking travel and submitting expenses.
- Mobile capabilities: book travel, track mileage, and submit expense reports are options available for you to complete via your mobile device

The transition is expected to take place in December 2019 and this is the first of many communications on this project. Additional communications will be distributed throughout the project and training will be provided before the transition.

Questions can be directed to the Bureau of Commonwealth Payroll Operations at [OB, BCPO](#).