



TO: All Agencies Heads and Deputies for Administration

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

DATE: October 23, 2019

RE: SAP Concur Travel Transformation Project – Change to Go-Live

MESSAGE:

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

There has been a delay of a few weeks with establishing the financial data integration between SAP Concur and SAP. The integration has been established; however, the project team has recommended that additional time be granted to allow for testing. Detailed testing is necessary to make sure the interfaced data produces accurate financial postings and reimbursements to travelers. I have considered the recommendation and impacts and agreed that the additional time is necessary.

Commonwealth travelers will continue to utilize current systems, policies, and procedures for booking and expense reimbursement through December 31, 2019. A detailed cutover plan is being developed as a result of this change and will be communicated to impacted parties when finalized. The project team will continue to prepare and publish user guides and training materials as scheduled in early November.

The project team will communicate this SAP Concur project 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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