# Travel Policy Updates

This document serves as an accessible version of this course and is intended only for those individuals who require an accommodation for a disability. If you do not require an accommodation based on a disability, you must complete the web-based training through ESS > My Training to receive credit on your transcript.

## 1: Travel Policy Changes

Welcome to Travel Policy Changes.

This presentation contains audio, please adjust your speakers or headphones to a comfortable level now.

Use the forward and back arrows to navigate through the course.

## 2: Agenda

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

The purpose of this presentation is to highlight and explain the changes to the policy, which include how travelers reserve and purchase train tickets; how maximum overnight subsistence allowances are calculated; how incidental expenses are reported; and how often expense reports can be submitted.

## 3: Train

SAP Concur has the functionality to reserve and purchase Amtrak train tickets; therefore, using the Amtrak website is no longer required and travelers must use SAP Concur to reserve and purchase train tickets.

##  4: Overnight Subsistence

SAP Concur follows the US General Services Administration (GSA) Meals & Incidental Expense (M&IE) rate policy for maximum overnight subsistence allowances.

As a result:

Overnight subsistence expenses must be reported in SAP Concur by calendar day, which is more logical than the previous policy of reporting by 24-hour period beginning with the start date and time of the trip.

Maximum allowances for the first and last day in overnight travel status are 75% of the M&IE rate, regardless of the traveler’s departure or return time. This significantly simplifies the policy and procedure for partial day allowances.

Amounts that are deducted when meals are provided during overnight travel follow the GSA rates. SAP Concur has checkboxes for travelers to select when meals were provided and then automatically calculates the reduced allowances.

## Slide 5: Incidental Expenses

Finally, because SAP Concur follows the GSA M&IE rate policy, incidental expense allowances are now included within the M&IE rate. Incidentals are expenses such as gratuities to porters, baggage carriers, and hotel staff.

All GSA rates, including M&IE rates, partial day rates, and rates for meals provided can be found on the GSA website at www.gsa.gov/travel.

## 6: Reimbursement Claims

With SAP Concur, there is now a limit to the frequency at which a traveler can submit expense reports. That maximum frequency is one expense report submission per week. This weekly report may contain multiple trips.

Why? With an average of 190,000 expense reports submitted by commonwealth travelers each year, this change in policy was necessary to reduce administrative costs associated with the preparation, approval, auditing and processing of commonwealth travel expenses.

Travelers may still submit expense reports less frequent, such as biweekly or monthly; just not more frequent than one per week. If a traveler does submit an expense report more frequently than weekly, the designated expense approver in SAP Concur will be responsible for sending the report back to the traveler for correction.

## 7: Travel Policies

The complete travel policy and procedures manual can be found by clicking on the links here or by going to the Commonwealth travel website at www.travel.pa.gov.

## 8: Thank you!

Thank you for completing this course. This version of the course is intended only for those individuals who require an accommodation for a disability. Once you have fully reviewed the information in this training, email the OB, Training Resource Account using this link to request credit for completing the accessible version of this course. You will not receive credit for completing this course until you do so.