



# **USER GUIDE\_BOARDS, COMMISSION MEMBERS AND NON-COMM TRAVELERS**

Updated: 4/13/2021

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## Overview

This guide details all Non-Commonwealth Traveler functions for Board/Commission members and/or Non-Comm Travelers *who will travel more than once in a year*. The Board Administrator role only applies to Boards/Commissions and has a separate manual on [www.travel.pa.gov](http://www.travel.pa.gov) as *Board Administrator User Guide*. Board Administrators can access all transactions covered in this guide.

*Non-Comm Travelers are individuals that will travel more than one-time and receive travel reimbursement under an approved Travel Exception issued by BCPO. These individuals will be assigned an SAP Employee Number.*

*Board/Commission members are individuals that serve on a specific board or commission for a set period. Members who receive a per diem, honorarium, or stipend to attend meetings are not covered by this guide and the HR Service Center must be contacted for hire or separation actions.*

*The Travel Arranger may hire, separate, and update information for Board/Commission members and/or Non-Comm Travelers.*

The **Travel Arranger role** (YPC:TRAVEL\_ARRNGR\_W4\_EX14) must be assigned to execute transaction **Y\_DC6\_NCOMM\_ARRANGER**.

Upon executing the transaction, the following screen will appear:

**Non Commonwealth Travel Process**

Please select the Action to Complete:

**Boards/Commissions**

- New Board/Commission
- Delete Board/Commission
- Update Board/Commission

**Non Commonwealth Traveler**

- Hire
- Separate
- Update Address
- Update Bank Details
- Update Default Travel Account Coding
- Update Name
- Update Travel Approver Position#
- Update Email ID

## Hire New Board/Commission Member or Non-Comm Traveler

An SAP Employee Number will be assigned once the Hire action is completed.

1. Select the 'Hire' radio button and click 'OK' to continue.

**Non Commonwealth Travel Process**

Please select the Action to Complete:

**Boards/Commissions**

- New Board/Commission
- Delete Board/Commission
- Update Board/Commission

**Non Commonwealth Traveler**

- Hire
- Separate
- Update Address
- Update Bank Details
- Update Default Travel Account Coding
- Update Name
- Update Travel Approver Position#
- Update Email ID

OK Cancel

Please click the appropriate radio button:

Will this individual be paid under a contract ?  Yes  No

Will this individual be paid an honorarium or a per diem ?  Yes  No

OK Cancel

If the answer to either of these questions is “Yes”, the individual cannot be hired as a Non-Comm Traveler.

- If the individual has a contract for services with the commonwealth – all travel expenses must be paid through the contract via a General Invoice.
- If the individual will be paid an honorarium or a per diem – your Agency must submit an ePAR to HR to hire the individual (BCPO does not hire Per Diem Employees).

2. Select 'OK' to continue.

**Hire Non Comm Traveler**

\* Hire Date:

Title:

\* Social Security Number:

\* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Date of Birth:

\* Gender:  Female  Male  Undeclared

\* Address Line 1:

Address Line 2:

\* City:

\* State:

\* ZIP:

Non Comm Traveler's Email Address:

\* Business Area:

\* Fund:

\* Cost Center:

Internal Order:

WBS Element:

\* Budget Period:

Bank Routing Number(leave blank for check):

Bank Account Number(leave blank for check):

\* Approver Position Number:  0

Board Org Unit Number:

\* Was the board member appointed by the Governor?  Yes  No

\* Reason for Travel  Board Member  Exception

Exception#:

\* Required Field

3. Complete all required fields. The items outlined in **red** are the **most important entries**. Requirements are different for Board/Commission Members versus an approved Non-Comm.

- ❖ If a Board/Commission Member is being hired, select “Board Member” in the Reason for Travel field. **The ‘Board Org Unit Number’ field must also be completed with the appropriate 8-digit Board Org Unit Number that begins with 77 (ex: 77XXXXXX) and is unique to each Board.**
- ❖ If a Non-Comm Traveler is being hired, select “Exception” in the Reason for Travel field. **The Exception Number assigned by BCPO must be input in the Exception# field.** The agency’s default Org Unit Number should be entered in the ‘Board Org Unit Number’ field (please refer to Page 14 of this guide for a list of default Org Unit Numbers by agency).

Note: If cost coding needs to be split between more than one Fund/Internal Order, enter generic coding to finish the hire transaction. Then send an email request including the Employee No., Employee Name, Board Org Unit No., and the Cost Coding information to the OB, BCPO Board and Commissions Resource Account at [ra-obbcpoboard@pa.gov](mailto:ra-obbcpoboard@pa.gov).

4. Once completed, select the Submit button to send the request to BCPO for review and action.

If approved, submitter will receive an email notification of the approval along with the new SAP Employee No. created for the Non-Comm traveler.

Sample Email:

**PLEASE DO NOT REPLY TO THIS EMAIL (it is system generated).**  
**The following Non-Commonwealth Traveler Hire has been reviewed and approved:**  
-----  
**Name: NON-COMM TRAVELER**  
**Personnel Number: 00744549**  
-----

If disapproved, submitter will receive an email notification of the disapproval along with the reason for disapproval.

Sample Email:

**PLEASE DO NOT REPLY TO THIS EMAIL (it is system generated).**  
**The following Non-Commonwealth Traveler Hire has been reviewed and rejected:**  
-----  
**Name: NON-COMM TRAVELER**  
**Rejection Reason: SAMPLE REJECTION EMAIL**  
-----

## Separate Board/Commission Member or Non-Comm Traveler

Before submitting the separation request, please verify the Board/Commission Member or Non-Comm Travelers **does not have any pending or unsubmitted travel expense reimbursement.**

1. Select the 'Separate' radio button and click 'OK' to continue.

**Non Commonwealth Travel Process**

Please select the Action to Complete:

**Boards/Commissions**

- New Board/Commission
- Delete Board/Commission
- Update Board/Commission

**Non Commonwealth Traveler**

- Hire
- Separate
- Update Address
- Update Bank Details
- Update Default Travel Account Coding
- Update Name
- Update Travel Approver Position#
- Update Email ID


**Employee Number**

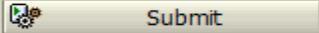
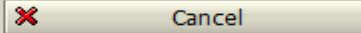
Input Employee Number

Employee Number

2. Enter the Employee Number and select "OK" to continue.

## Separate Non Commonwealth Traveler

Non Commonwealth Traveler Name:	JAMES DOE
Non Commonwealth Employee Number:	759872
Business Area:	35
Non Commonwealth Traveler Position Number:	77882338
Separation Date:	04/1/18 
Travel Approver's Position Number:	12345678
Travel Approver's Employee Number:	123456

 Submit  Cancel

3. Enter the Separation Date.
4. Select "Submit" to send the request to BCPO for review and action.

*An email notification will be sent showing approval or disapproval with reason.*



## Update Address

**Non Commonwealth Travel Process**

Please select the Action to Complete:

**Boards/Commissions**

- New Board/Commission
- Delete Board/Commission
- Update Board/Commission

**Non Commonwealth Traveler**

- Hire
- Separate
- Update Address
- Update Bank Details
- Update Default Travel Account Coding
- Update Name
- Update Travel Approver Position#
- Update Email ID

**Employee Number**

Input Employee Number

Employee Number

1. Enter Employee Number and select “OK” to continue.

**Update Non Commonwealth Traveler - Address**

Non Commonwealth Traveler Name:

**Current Address**

Street 1:

Street 2:

City:

State:

ZIP:

**New Address:**

\* Street 1:

Street 2:

\* City:

\* State:

\* ZIP:

\* Required Field

2. Input the new address and select “Submit” to send the request to BCPO for review and action.

*An email notification will be sent showing approval or disapproval with reason.*

## Update Bank Details

**Non Commonwealth Travel Process**

Please select the Action to Complete:

**Boards/Commissions**

- New Board/Commission
- Delete Board/Commission
- Update Board/Commission

**Non Commonwealth Traveler**

- Hire
- Separate
- Update Address
- Update Bank Details
- Update Default Travel Account Coding
- Update Name
- Update Travel Approver Position#
- Update Email ID

**Employee Number**

Input Employee Number

Employee Number

1. Enter Employee Number and select "OK" to continue.

2. Input the new banking information and select "Submit" to send the request to BCPO for review and action.
  - a. If the traveler wishes to receive a paper check, leave the Bank Routing Number and Bank Account Number fields blank and select "Submit" to send the request to BCPO for review and action.

**Update Non Commonwealth Traveler - Bank Details**

Non Commonwealth Traveler Name:

**New Bank Details**

Bank Name

Bank Routing Number

Bank Account Number

For reimbursement by Check, leave fields blank and select Submit Button.

*An email notification will be sent showing approval or disapproval with reason.*

## Update Default Travel Account Coding

**Non Commonwealth Travel Process**

Please select the Action to Complete:

**Boards/Commissions**

- New Board/Commission
- Delete Board/Commission
- Update Board/Commission

**Non Commonwealth Traveler**

- Hire
- Separate
- Update Address
- Update Bank Details
- Update Default Travel Account Coding
- Update Name
- Update Travel Approver Position#
- Update Email ID

OK Cancel

**Employee Number**

Input Employee Number

Employee Number [ ]

OK Cancel

1. Enter Employee Number and select “OK” to continue.

**Update Non Commonwealth Traveler (Account Code)**

Non Commonwealth Traveler Name: NON TRAVELER

**Current Account Code**

Fund	Cost Center	Internal Order	WBS Element
1060500400	8168610100		0

**New Account Code**

- \* Fund: 1234567890
- \* Cost Center: 1234567890
- Internal Order: [ ]
- WBS Element: [ ]
- \* Budget Period: 2017
- \* Business Area: 81

\* Required Field

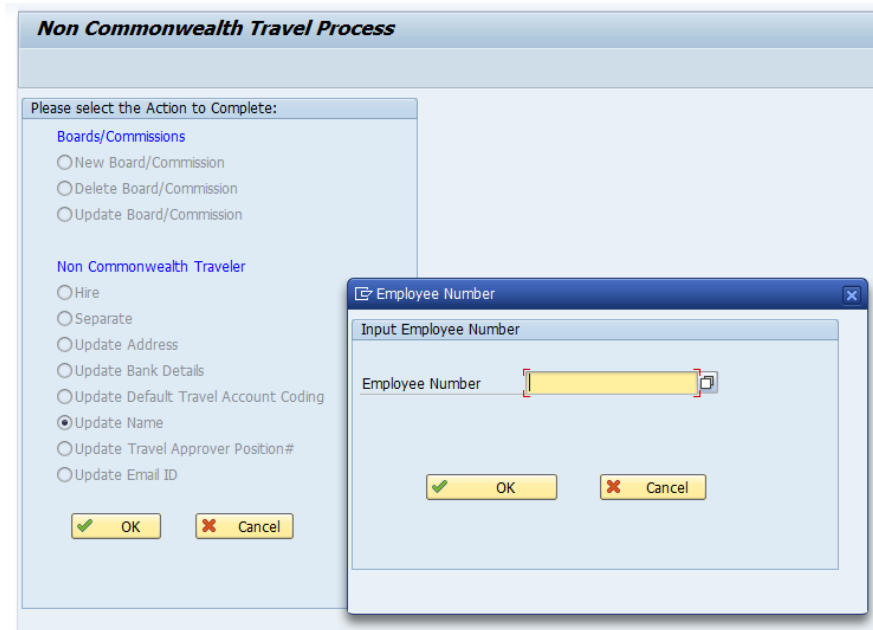
Submit Cancel

2. Once completed, select “Submit” to send the request to BCPO for review and action.

*An email notification will be sent showing approval or disapproval with reason.*

*Note: This transaction is used when changing to one set of coding. If coding needs split, do not use this transaction. Send an email including the Employee No., Employee Name, Board Org Unit No., and the Cost Coding information to the OB, BCPO Board and Commissions Resource Account at [ra-obbcpoboard@pa.gov](mailto:ra-obbcpoboard@pa.gov).*

## Update Name



**Non Commonwealth Travel Process**

Please select the Action to Complete:

**Boards/Commissions**

- New Board/Commission
- Delete Board/Commission
- Update Board/Commission

**Non Commonwealth Traveler**

- Hire
- Separate
- Update Address
- Update Bank Details
- Update Default Travel Account Coding
- Update Name
- Update Travel Approver Position#
- Update Email ID

OK Cancel

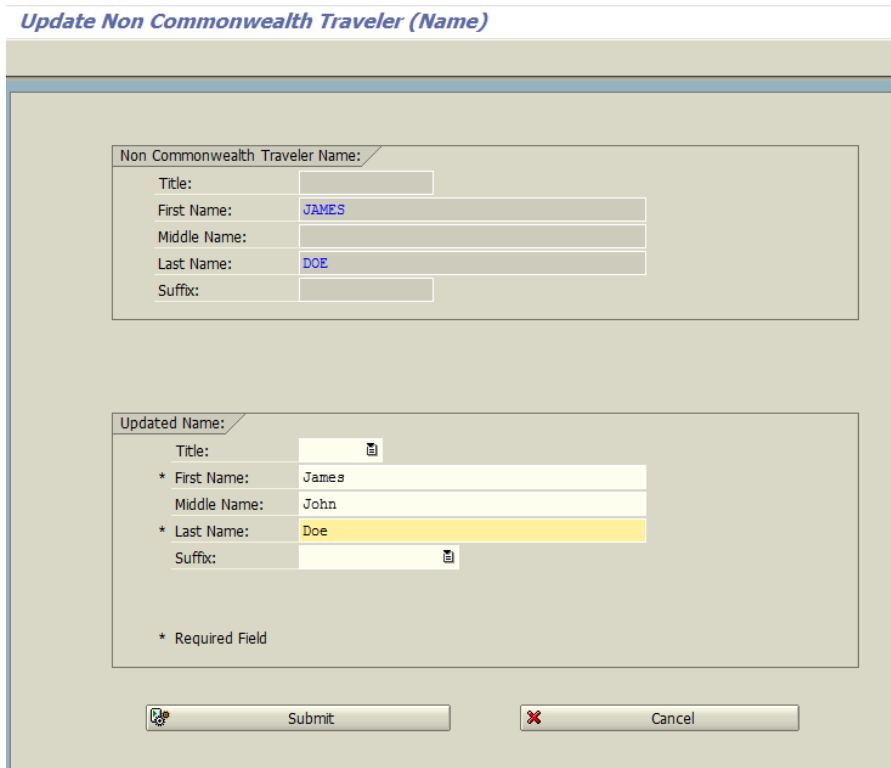
**Employee Number**

Input Employee Number

Employee Number

OK Cancel

1. Enter Employee Number and select “OK” to continue.



**Update Non Commonwealth Traveler (Name)**

Non Commonwealth Traveler Name:

Title:

First Name:

Middle Name:

Last Name:

Suffix:

Updated Name:

Title:

\* First Name:

Middle Name:

\* Last Name:

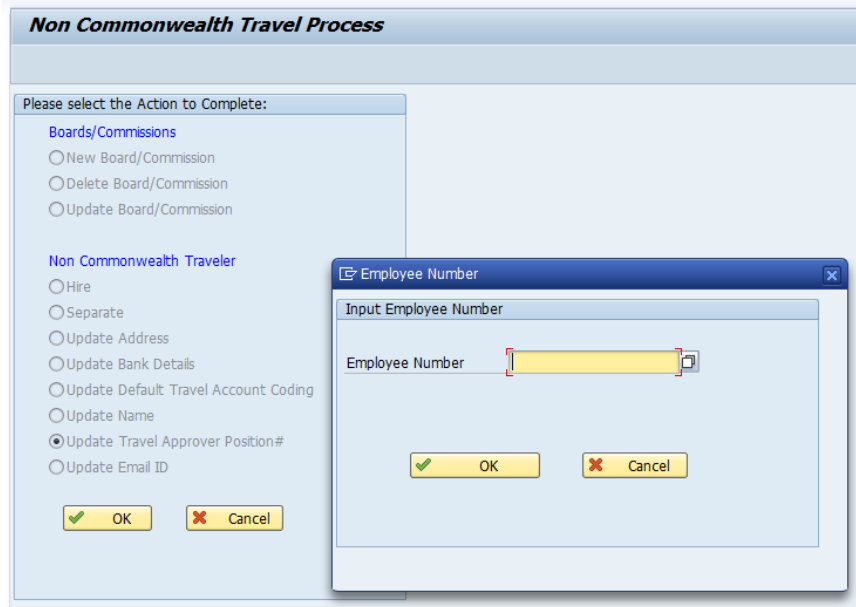
Suffix:

\* Required Field

Submit Cancel

2. Once completed, select “Submit” to send the request to BCPO for review and action.  
*An email notification will be sent showing approval or disapproval with reason.*

## Update Travel Approver Position Number



**Non Commonwealth Travel Process**

Please select the Action to Complete:

**Boards/Commissions**

- New Board/Commission
- Delete Board/Commission
- Update Board/Commission

**Non Commonwealth Traveler**

- Hire
- Separate
- Update Address
- Update Bank Details
- Update Default Travel Account Coding
- Update Name
- Update Travel Approver Position#
- Update Email ID

OK Cancel

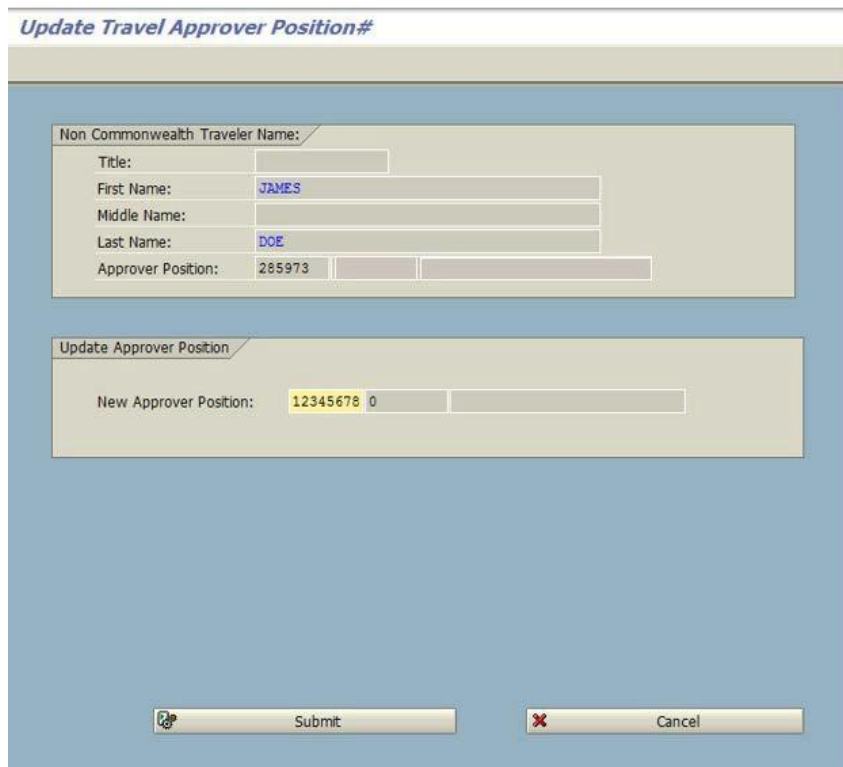
**Employee Number**

Input Employee Number

Employee Number

OK Cancel

1. Enter Employee Number and select “OK” to continue.



**Update Travel Approver Position#**

Non Commonwealth Traveler Name:

Title: \_\_\_\_\_

First Name: JAMES

Middle Name: \_\_\_\_\_

Last Name: DOE

Approver Position: 285973

Update Approver Position

New Approver Position: 12345678 0

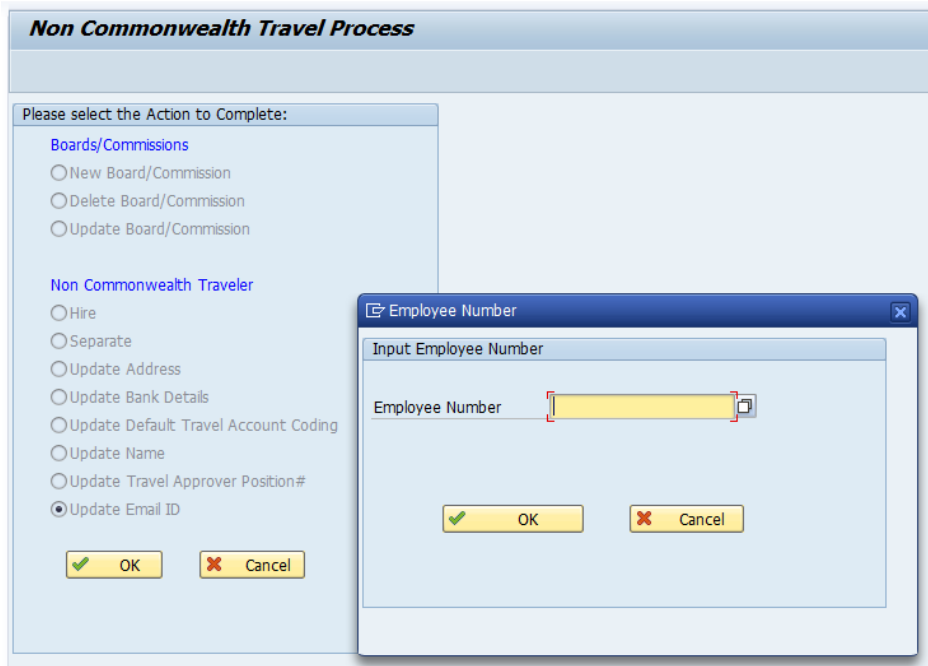
Submit Cancel

2. Enter the **Position No.** of the new approver and select “Submit” to send the request to BCPO for review and action.

*An email notification will be sent showing approval or disapproval with reason.*

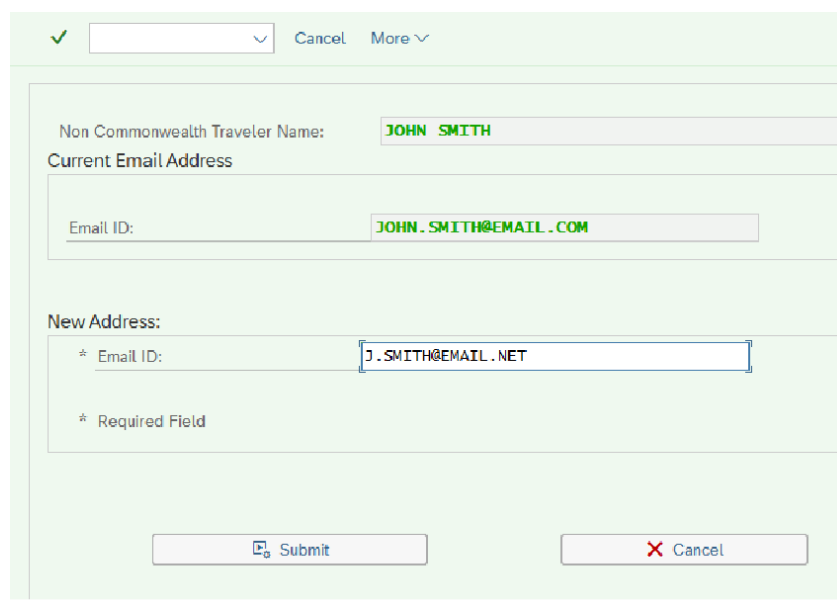
## Update Travel Email ID

Entering a personal email for a Board/Commission Member or Non-Comm Traveler will allow access to SAP Concur to make reservations (non-ALC) and enter travel expenses including uploading receipts easily and/or using the SAP Concur mobile app. Travelers will receive all Concur notifications when providing a personal email.



The screenshot shows a web application window titled "Non Commonwealth Travel Process". On the left, there is a section titled "Please select the Action to Complete:" with two sub-sections: "Boards/Commissions" and "Non Commonwealth Traveler". Under "Boards/Commissions", there are three radio button options: "New Board/Commission", "Delete Board/Commission", and "Update Board/Commission". Under "Non Commonwealth Traveler", there are ten radio button options: "Hire", "Separate", "Update Address", "Update Bank Details", "Update Default Travel Account Coding", "Update Name", "Update Travel Approver Position#", and "Update Email ID" (which is selected). At the bottom of this section are "OK" and "Cancel" buttons. Overlaid on the right is a smaller dialog box titled "Employee Number" with a text input field labeled "Employee Number" and "OK" and "Cancel" buttons.

1. Enter Employee Number and select "OK" to continue.



The screenshot shows a web application form for updating travel email information. At the top, there is a green header bar with a checkmark icon, a dropdown menu, and "Cancel" and "More" buttons. Below this, the form is divided into sections. The first section is "Non Commonwealth Traveler Name:" with the value "JOHN SMITH". The second section is "Current Email Address" with a text input field containing "JOHN.SMITH@EMAIL.COM". The third section is "New Address:" with a text input field containing "J.SMITH@EMAIL.NET" and a red asterisk indicating it is a required field. At the bottom, there are "Submit" and "Cancel" buttons.

2. Once completed, select "Submit" to send the request to BCPO for review and action.  
*An email notification will be sent showing approval or disapproval with reason.*

## Identify and Monitor Board/Commission Members or Non-Comm Travelers

There are multiple ways to track and identify Board/Commission Members and Non-Comm Travelers:

### Agency Organization Chart

If you have access to the Agency Organization Chart, you may use it to view current Board/Commission Members and Non-Comm Travelers. All Board/Commission Members' and Non-Comm Travelers' names and SAP Employee Numbers will appear on the organization chart under the person designated in SAP as the 'Travel Approver'.

For Board/Commission Members, the chart should also provide the name of the Board and the Board Org Unit No. (which you will need when submitting a hire, separate, or update transaction in SAP for a Board/Commission Member).

The old BCPO Board Numbers (ex: 081-1111) are no longer being used, and the new Board Org Unit No. replaces it. All Board Org Unit Numbers begin with 77 (ex: 77XXXXXX) and are unique to each Board.

Each Agency has only one 'default' Org Unit Number for all Travel Exception Non-Comms within that Agency (see below listing):


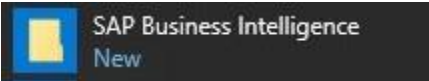

BUSINESS AREA	DEFAULT ORG NUMBER	BUSINESS AREA	DEFAULT ORG NUMBER
10	77100000	32	77320000
11	77110000	33	77330000
12	77120000	35	77350000
13	77130000	37	77370000
15	77150000	38	77380000
16	77160000	40	77400000
17	77170000	65	77650000
18	77180000	67	77670000
19	77190000	68	77680000
20	77200000	70	77700000
21	77210000	71	77710000
22	77220000	72	77720000
23	77230000	74	77740000
24	77240000	75	77750000
25	77250000	78	77780000
26	77260000	79	77790000
27	77270000	81	77810000
28	77280000	88	77880000
30	77300000	99	77990000
31	77310000		



## Travel Complement – Non-Commonwealth SAP Analysis for Office (AO) Report

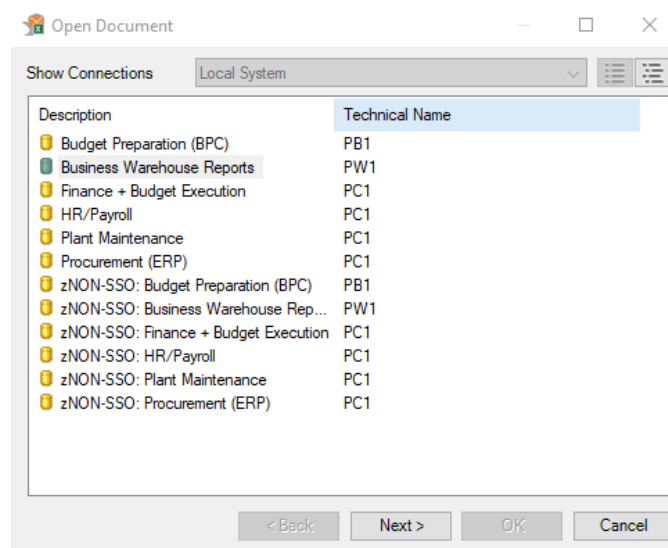
This report may be used to review and maintain your Board/Commission Members or Non-Comm Travelers.

**\*Your position must have the 'YMW>FI\_TVE' SAP Role to run this Travel Report. If you do not currently have this SAP Role, contact your Agency HR Office and request the role be added to your position.**

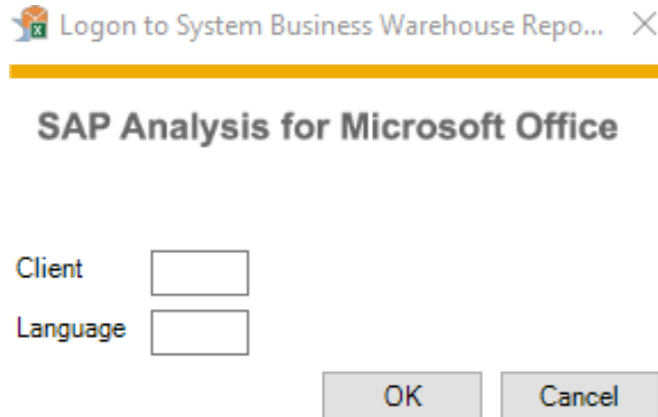
1. To login, click Start (button). 
2. Scroll and select SAP Business Intelligence folder. 
3. Select Analysis for Microsoft Excel (list item). 

**An Excel spreadsheet (Book 1) will open.**

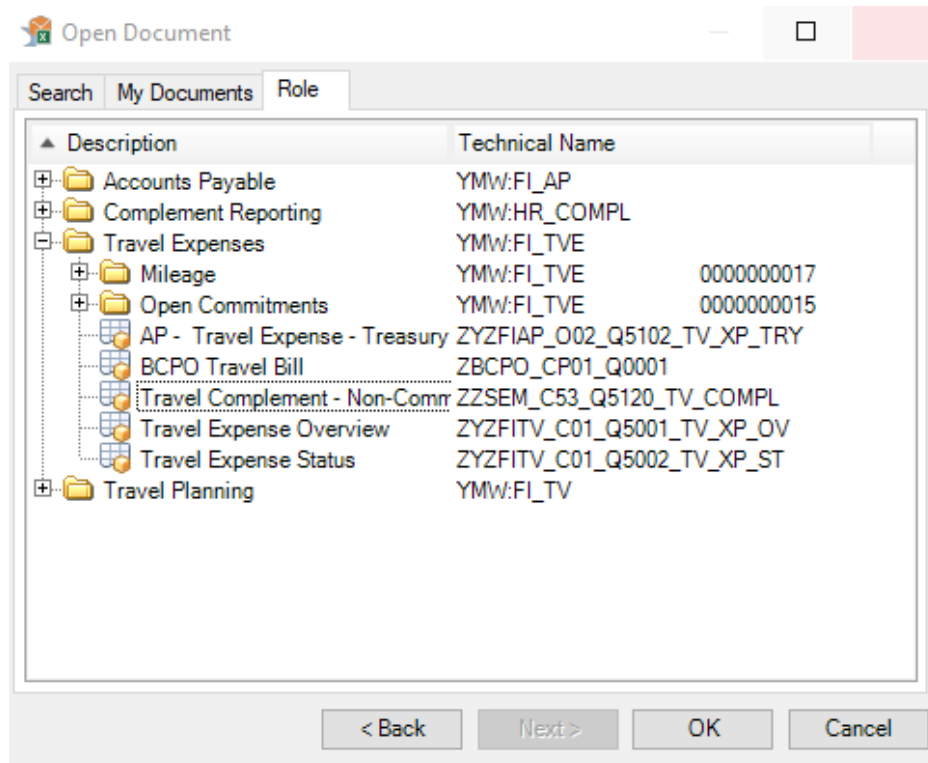
4. Select the File Tab (button).
5. Select Analysis (list item).
6. Select Open Workbook (menu item) and select Open a workbook from the SAP Business Warehouse Platform (menu item). Note: you may need to click on Connections (tree item) and COPA (tree item) the first time before you have the option to select Business Warehouse reports.
7. Select Business Warehouse Reports and click Next.



- Enter 110 as the client and ENG as the language and click ok. This screen only comes up the first time you log on.



- On the Role tab, click on the + next to the Travel Expenses folder to expand.
- Select Travel Complement – Non-Comm and click ok to open the variant prompts box.



Prompts

Use Variant  [Save] [Reset]

Prompt Summary

Search variables...

- \* Calendar Month / Year: 04/2020
- Calendar Date:
- Personnel area: Executive Offices
- Organizational Unit (Selection Option):
- Personnel Number (Selection Options, Optional):
- Position (Selection Option, Optional):

Specify Value for Prompts

\* Calendar Month / Year = 04/2020

Calendar Date =

Personnel area = 81

Organizational Unit (Selection Option) =

Personnel Number (Selection Options, Optional) =

Position (Selection Option, Optional) =

Display [v] [OK] [Cancel]

- The Calendar Month / Year is a required field.
- A Monday date must be used if you enter a date in the calendar date (Information refreshes on Mondays).
- Enter the Personnel Area to bring up ALL Non-Commonwealth Org Units within the Personnel Area.
- If you want to see a specific Non-Commonwealth Org Unit – enter the Org Unit No. and only that Org Unit will appear on the report.
- Click OK. Report will open.

Display information

Personnel area	Organizational Unit	Position	Pos Fil, Vac, New	Employee	Job	Calendar day	Full-time Equivalent
35	Environmental Protection	77350000	EP Non Comm Traveler	50590572 F	764027 MARTEN EDWARDS	3025703 Non Cmwl Travlr/Bd Mbr	1.00
36				50591011 F	417949 Thomas Simmons	3025703 Non Cmwl Travlr/Bd Mbr	1.00
37		77350001	EP Climate Chng Adv Cmte	50563000 F	751185 LINDSAY A BAXTER	3025703 Non Cmwl Travlr/Bd Mbr	1.00
38				50589554 F	481640 Luke Floyd Brubaker	3025703 Non Cmwl Travlr/Bd Mbr	1.00
39		77350002	Citizns Advry Cncl	50577120 F	482639 DONALD WELSH	3002701 Mbr Bd Comm	1.00
40				50577121 F	602243 THADDEUS K STEVENS	3002701 Mbr Bd Comm	1.00
41				50577325 F	612481 TERRY L DAYTON	3002701 Mbr Bd Comm	1.00
42				50577327 F	625563 JOHN J WALLISER	3002701 Mbr Bd Comm	1.00
43				50577331 F	195775 WALTER N HEINE	3002701 Mbr Bd Comm	1.00
44				50577334 F	690859 WILLIAM C. FINK	3002701 Mbr Bd Comm	1.00
45				50577335 F	717426 MARK D. CASKEY	3002701 Mbr Bd Comm	1.00
46				50577336 F	732055 JAMES SANDOE	3002701 Mbr Bd Comm	1.00
47				50577337 F	742925 JOHN J ST. CLAIR	3002701 Mbr Bd Comm	1.00
48				50577338 F	744594 JEROME SHABAZZ	3002701 Mbr Bd Comm	1.00
49				50577339 F	744595 JAMES SCHMID	3002701 Mbr Bd Comm	1.00
50				50577340 F	745945 DUANE F MOWERY	3002701 Mbr Bd Comm	1.00
51				50577342 F	602854 CYNTHIA CARROW	3002701 Mbr Bd Comm	1.00
52				50577356 F	100380 JOHN R OVER Jr	3002701 Mbr Bd Comm	1.00
53		77350003	EP Wtr Res Advry Cmte	50570746 F	754962 JENIFER D CHRISTMAN	3025703 Non Cmwl Travlr/Bd Mbr	1.00
54				50577326 F	612905 ROBERT TRAVER	3002701 Mbr Bd Comm	1.00
55				50577328 F	637477 JOHN K JACKSON	3002701 Mbr Bd Comm	1.00
56				50577333 F	684269 EMIL Charles WUENZ	3002701 Mbr Bd Comm	1.00
57				50593099 F	414038 SHERENE HE S S	3002701 Mbr Bd Comm	1.00
58		77350004	Lw Lvl Wste Advry Cmte	50575473 F	765301 MATTHEW GENCHUR	3025703 Non Cmwl Travlr/Bd Mbr	1.00
59				50575525 F	796592 YUANGING GUO	3025703 Non Cmwl Travlr/Bd Mbr	1.00
60				50577332 F	756593 JESSE R SLOANE	3025703 Non Cmwl Travlr/Bd Mbr	1.00
61				50577343 F	715894 HARRY GARMAN	3002701 Mbr Bd Comm	1.00
62				50577344 F	602916 KATHERINE M SHELLY	3002701 Mbr Bd Comm	1.00
63				50577351 F	602935 CHARLOTTE GLAUSER	3002701 Mbr Bd Comm	1.00
64				50577354 F	651737 JO Ellen LITZ	3002701 Mbr Bd Comm	1.00
65				50577354 F	715976 CAROLE RUBLEY	3002701 Mbr Bd Comm	1.00
66		77350005	EP St Bd Cert Wtr Wstewtr Sys Oprs	50577615 F	443943 MARK Allen SMITH	3025703 Non Cmwl Travlr/Bd Mbr	1.00
67				50577619 F	651243 RONALD D. NEUFELD	3002701 Mbr Bd Comm	1.00
68				50577655 F	757396 Mary Roland	3002701 Mbr Bd Comm	1.00
69		77350006	EP Mng Rclm Advry Bd	50577601 F	289271 DARREL K. LEWIS	3025703 Non Cmwl Travlr/Bd Mbr	1.00

Table [v] [x]

16. All Org Unit Numbers begin with 77XXXXXXX.
17. The Org Unit No. on the report ending in 0 is the Agency's 'Default' Non-Comm Org Unit. Non-Comms that are traveling more than one time and receiving reimbursement per an approved Travel Exception (i.e., not members of a Board) should appear under this Default Org Unit.
18. The remaining Org Unit Numbers ending in a number other than 0 represent the Org Unit Numbers established for each Board within the Agency who are reimbursed for travel expenses.
19. This report should be used to review and maintain your Agency's Board/Non-Comms. Travelers who serve on multiple boards will have a different Employee No. for each board.
20. If your report does not reflect Board/Non-Comms active in your Agency or if the listing reflects Board/Non-Comms no longer active, please hire or separate as needed.

## Contact

*Please send questions or requests for assistance to the OB, BCPO Board and Commissions Resource Account at [ra-obbcpoboard@pa.gov](mailto:ra-obbcpoboard@pa.gov).*