



GOVERNOR JOSH SHAPIRO

DATE: March 14, 2023

TO: Agency Heads under the Governor's Jurisdiction
Deputy Secretaries for Administration under the Governor's Jurisdiction

CC: Agency Travel Coordinators

FROM: Darice N. Mayhew, Director of Administration

RE: Update to International and Domestic Travel Directives

Effective March 27, 2023, the Governor's Office will decentralize the approvals for most agency out-of-state travel requests to the appropriate authority within each agency (Deputy Secretary for Administration or equivalent). International travel requests and any requests exceeding \$5,000 will still require Governor's Office approval.

The agency Deputy Secretary for Administration or equivalent will have the ultimate responsibility for determining agency travel requirements as well as the responsibility for the costs associated with that travel. The decentralized approval will eliminate the time delay involved between agency approval and central approval, ultimately reducing booking costs for air and hotel expenses.

The policy still requires an internal agency chain-of-command review, Chief Counsel review (where appropriate), and agency travel coordinator review and approval. Please ensure your agency approvers are up to date at all levels to reflect any personnel changes.

Agencies must still use the Commonwealth Out-of-State Travel Application (COSTA) to request approval prior to making any reservations or incurring any costs related to out-of-state or international travel. The travel policy also applies to any non-commonwealth employees traveling on commonwealth business. If you had a travel exception on file that expired under the previous administration, please send a renewal request to the email account listed below.

Any questions can be sent to the Governor's Office via email at ra-travelresponses@pa.gov. For more information on traveling on behalf of the Commonwealth please visit the Office of the Budget's [travel website](#).