TO: All Directors of Administration for
         Agencies Serviced by the Bureau of Commonwealth Payroll Operations (BCPO)
         Using ESS/SAP for Travel Expense Reimbursements

FROM: Stephen R. Burns
         Director
         Bureau of Commonwealth Payroll Operations

DATE: October 23, 2014

RE: BCPO Memo #14-04, Travel Expense Workflow Notification

Beginning November 3, 2014, employees who approve SAP travel expense reports will begin receiving an automated email notice when travel expense workflow is awaiting approval in their SAP/ESS workflow inbox. The email will prompt the recipient to check their workflow inbox for pending travel expense reports, similar to the prompts already being sent for employee timesheets and absence requests.

This change should be communicated to your agency personnel responsible for approving travel expense workflow.

Thank you for your attention to this matter. The intent of this change is to assist supervisors in managing their workflow and increase the timeliness of reimbursement to commonwealth travelers. If you have any questions on this memo, please contact us at co-travelaudits@pa.gov.

cc: Anna Maria Kiehl, Chief Accounting Officer, Office of the Budget
       James Honchar, Deputy Secretary, Human Resources & Management
       Jeff Snyder, Manager, IES Payroll/Travel, Office of Administration
       Comptroller Operations Bureau Directors (6)
       Travel Super User Group (TSUG)