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: January 28, 2019

RE: BCPO Travel Memo 19-01, New Travel Expense Type: Parking-COPA Paid

This is a notification of a change to the ESS/SAP Travel Expense system for reporting Parking Expenses. "Parking Charges" is currently the only option available for travelers and travel arrangers to report parking expenses in a travel expense report.

Beginning February 1, 2019, the parking expense options will be:

Parking – Employee Paid	Traveler paid for the parking and they are requesting reimbursement.
Parking – COPA Paid	Traveler is reporting the parking expense was charged directly to the Commonwealth.

The new COPA Paid parking expense option is being added to allow travelers who are authorized to use an Agency Lodging Card (ALC) the ability to report the amount of the parking expense that is charged directly to the ALC. This eliminates the need for a hotel to split the lodging and parking charges and require the traveler to pay for parking separately with a personal credit card.

Please share this information with your agency travelers, travel arrangers, and trip approvers.

Thank you for your attention to this matter. Please contact the BCPO Travel Audits Help Desk at co-travelaudits@pa.gov with any questions regarding this change.

cc: Anna Maria Kiehl, Chief Accounting Officer, Office of the Budget
    Comptroller Operations Bureau Directors (6)
    Stacey Jo Withers, BCPO Assistant Director of Travel Operations
    Lisette Lindsay, IES Payroll/Travel, Office of Administration
    Travel Super User Group (TSUG)
    Agency Lodging Card Coordinators