



TO: All Directors of Administration for
Agencies Serviced by the
Bureau of Commonwealth Payroll Operations (BCPO)

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

DATE: May 27, 2026

RE: BCPO Travel Memo #26-01, 2026 Travel Policy Updates

The Commonwealth travel policy in Management Directive 230.10 and accompanying Travel Procedures Manual 230.01 have been updated and will be published on June 1, 2026, with an effective date of July 1, 2026.

A notable change was made to increase efficiency in the submission, review, and processing of travel expense reports. For travel dates on or after July 1, 2026, itemized receipts for overnight subsistence will no longer need to be attached and submitted with the applicable travel expense report. They must still be obtained during overnight travel and retained by commonwealth travelers or their delegates for six months following BCPO approval of the applicable expense report. Receipts for overnight subsistence must be provided only if requested (i.e. by an approver or auditor) to substantiate the actual expenses claimed.

The revised policies and procedures also include:

- a change to the required submission period for travel expense reports from 60 business days to 60 calendar days;
- an increase to the overtime meal allowance for management employees from \$8.00 to \$15.00 to align the allowance with the recent changes within collective bargaining agreements; and
- updates to requirements and restrictions on travel expense payment methods, such as the corporate travel credit card.

Links to the updated documents will be found on the [Travel Policies & Memos](#) page of the travel website after the publication date of June 1st. Online training is currently being developed. The Commonwealth Office of Travel Operations will also communicate updates through the Employee Bulletin Board, Travel Super User Group, Card Coordinators, Board Administrators, and the travel website at www.travel.pa.gov.



cc: Stacey Jo Withers, Assistant Director for Travel Operations, Office of the Budget
Charity Rosenberry, Assistant Director for Payroll Operations, Office of the Budget
Christopher Norris, Director, Human Resources Service Center, Office of Administration
Lisette Lindsay, IES Business Operations Human Resources Manager, Office of Administration
Michele Wiest, IES Business Operations Payroll & Travel Manager, Office of Administration
Comptroller Operations Bureau Directors
Travel Super User Group