



Management Directive

Commonwealth of Pennsylvania

Governor's Office

Management Directive 230.10 Amended– Commonwealth Travel Policy

Date: June 1, 2026

(Effective July 1, 2026)

By Direction of:

A handwritten signature in black ink, appearing to read "Zachary Reber".

Zachary Reber, Secretary of the Budget

A handwritten signature in black ink, appearing to read "Neil R. Weaver".

Neil R. Weaver, Secretary of Administration

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1. PURPOSE.

To establish policy, responsibilities, and procedures for the Commonwealth's travel program, which will enable Commonwealth Travelers to successfully execute their essential travel requirements at the lowest reasonable cost.

2. SCOPE.

This directive applies to all departments, offices, boards, commissions, and councils under the Governor's jurisdiction, and to all entities subject to *Section 216* of the *Administrative Code of 1929, Act of April 9, 1929, P.L. 177, No. 175, as amended, 71 P.S. § 76*, that have not been exempted by the Executive Board (hereinafter referred to as "agencies"). This includes board members, commissioners, and any other individuals reimbursed for official Commonwealth travel.

3. OBJECTIVE.

To ensure responsible stewardship of Commonwealth funds that are used in connection with travel-related accommodations necessary for the conducting of official Commonwealth business.

4. DEFINITIONS.

- a. **Agency Airline Card.** A purchasing card assigned to each agency, to which all airline charges are automatically billed when air transportation is reserved.
- b. **Agency Assigned Travel Arranger.** An Employee assigned the responsibility for travel planning and Travel Expense Report (TER) preparation on behalf of Commonwealth Travelers.
- c. **Agency Lodging Card (ALC).** A purchasing card assigned to each agency, used for certain overnight lodging and tax charges authorized by the Commonwealth Office of Travel Operations (COTO).
- d. **Cash Advance.** A payment provided to an Employee before the scheduled date of an official Commonwealth business trip to cover certain travel related expenses.
- e. **Commonwealth Travelers.** Employees and approved individuals, who are not employed by the Commonwealth nor under contract with the Commonwealth, who travel on official Commonwealth business.
- f. **Contracted Travel Agency.** The contracted travel management company providing travel services.
- g. **Corporate Travel Card.** A purchasing card provided to Employees to be used only while an Employee is in Travel Status and only for authorized Commonwealth business purposes.
- h. **Corporate Travel Card Issuer.** The bank that issues the Corporate Travel Card.
- i. **Employee.** A person employed by an agency within the scope of this directive.
- j. **Expense Verification Method.** A method to document costs when a receipt is unattainable.
- k. **Extended Stay.** An Overnight Travel Status that extends to 60 business days or more.
- l. **Ground Travel Worksheet (GTW).** A tool to assist Employees in determining and justifying the least expensive mode of ground transportation.

- m. Headquarters.** An Employee's designated municipality recorded in the SAP enterprise resources planning system's (hereinafter referred to as "SAP") Human Resources (HR)/Payroll System as the Employee's official worksite. Only the agency designated official worksite may be claimed as the Employee's official Headquarters.
- n. Itemized Receipt.** An original document that includes the vendor's name and address, the date the expense was incurred, and a detailed list of each item's cost and description.
- o. Maximum Allowable Lodging Rate.** The highest amount Commonwealth Travelers can receive for lodging while on official Commonwealth business excluding taxes.
- p. Meals and Incidental Expenses (M&IE) Rate.** The highest amount Commonwealth travelers can be reimbursed for meals and incidental expenses while on official Commonwealth business.
- q. Overnight Travel Status.** Travel Status that is at least 50 miles or more from both the Employee's Headquarters and Residence.
- r. Preferred Hotel.** Pennsylvania hotel properties participating in the Commonwealth's travel program.
- s. Privately Owned Vehicles (POV) Mileage Reimbursement Rate.** The rate at which Commonwealth Travelers are reimbursed for using their privately owned vehicle while on official Commonwealth business.
- t. Residence.** The permanent address for an Employee recorded in the SAP HR/Payroll System.
- u. SAP Concur.** A web-based tool combining travel booking and expense reimbursement for Commonwealth Travelers.
- v. Travel Expense Report (TER).** A detailed record of all costs incurred during an official Commonwealth business trip, including mileage, airfare, lodging, meals, and other travel expenses through which Commonwealth Travelers receive reimbursement of out-of-pocket expenses while traveling on official Commonwealth business.
- w. Travel Status.** The status of a Commonwealth Traveler when on official Commonwealth business, away from the Commonwealth Traveler's Residence and Headquarters.
- x. United States General Services Administration (GSA).** The federal agency that establishes Maximum Allowable Lodging Rates, M&IE Rates and POV Mileage Reimbursement Rates.

5. POLICY.

- a. **Labor Agreements.** Neither this directive, nor *Manual 230.01 Amended, Commonwealth Travel Procedures Manual*, shall supersede the provisions of a collective bargaining agreement, memorandum of understanding, or any other agreement or practice that has been or may be developed between the Commonwealth and an Employee organization certified by the Pennsylvania Labor Relations Board to represent a unit of Employees.
- b. **Reservations.**
 - (1) Commonwealth Travelers must make all air, ground, and lodging travel reservations through SAP Concur. Car rentals not associated with flight reservations must be made through the Commonwealth's custom reservation site accessed directly from the GTW. Commonwealth Travelers who do not have access to SAP Concur must book their travel with the Contracted Travel Agency or have an Agency Assigned Travel Arranger make arrangements for them. Commonwealth Travelers who are not employed by the Commonwealth must follow the same procedures as Employees if their travel is paid for by the Commonwealth.
 - (2) Commonwealth Travelers without an assigned SAP identification number are not permitted to arrange their own travel and instead arrangements must be made by an Agency Assigned Travel Arranger. A travel exception request for approval to be reimbursed for travel expenses must be submitted to the Bureau of Commonwealth Payroll Operations (BCPO) by a bureau director or similar level Employee prior to making travel arrangements.
- c. **Justification.** Commonwealth Travelers must book the lowest cost reservations that meet the itinerary and needs of the traveler. Preferred Hotels must be chosen for travel within the Commonwealth. Business justification must be supplied when booking arrangements that are not compliant with Commonwealth policy. Non-compliant arrangements will be subject to review. Justification for reimbursement includes matching receipts, approved Expense Verification Methods, and when required, explanations in the corresponding comments section in the TER.
- d. **Subsistence.** Commonwealth Travelers may receive reimbursement for out-of-pocket expenses related to subsistence purchased and consumed in the performance of their duties while in Travel Status, within prescribed maximums as posted by the GSA. Reimbursement for alcoholic beverages is prohibited.
- e. **Travel Credits.** The acceptance, retention, or use of personal travel, products, or services by Commonwealth Travelers or promotions and offers obtained in the course of official Commonwealth business is prohibited by

Executive Order 1980-18 Amended, Code of Conduct, and the Public Official and Employee Ethics Act, 65 Pa.C.S. §§ 1101–1113. Any credits, promotions, certificates, or other considerations earned in a loyalty program must be used for official Commonwealth travel only. Commonwealth Travelers may not use a personal credit or debit card in place of the Commonwealth Corporate Travel Card to gain benefits from their personal credit card company. A violation of this policy may result in discipline, up to and including termination.

f. Payment Methods. Commonwealth Travelers must use the following payment methods, as applicable, through the course of their approved travel itineraries:

(1) Agency Airline Card. The Agency Airline Card must be used to pay for air travel. All air travel will be charged to the Agency Airline Card automatically when reserved via SAP Concur or the Contracted Travel Agency. Commonwealth Travelers are not permitted to use their Corporate Travel Card or personal credit or debit card to reserve airfare.

(2) Agency Lodging Card. The ALC may be used to pay for lodging accommodations and must be authorized by COTO. Employees who have had their Corporate Travel Card canceled are not eligible to use the ALC.

(3) Corporate Travel Card. Use of a Corporate Travel Card is mandatory for Employees expected to be in Overnight Travel Status four (4) or more times a year. Employees with Corporate Travel Cards must use their card for all Travel Status business expenses, including but not limited to lodging, subsistence, vehicle rentals associated with airfare, rental car gasoline, and parking unless the vendor does not accept credit cards. Personal use, misuse, non-sufficient fund (NSF) payments, or late or nonpayment of the Corporate Travel Card bill may result in discipline, up to and including termination.

(4) Cash Advance. A Cash Advance will be considered only after all other options of payment are explored and exhausted. Employees who have had their Corporate Travel Card cancelled are not eligible to receive a Cash Advance.

g. Reimbursement. Commonwealth Travelers will receive reimbursement for actual expenses incurred in the performance of their duties within prescribed maximums. Justification for such incurred expenses must be included with the submission of the TER. Justification includes matching receipts, approved Expense Verification Methods, and/or when required, explanations in the corresponding comments section in the TER. Submission of a TER must occur within 60 calendar days of the date of travel. Generally, travel expenses are reimbursed by the Commonwealth within 15 business days of receiving an approved TER with all applicable attachments and receipts.

h. Transfer Travel. Employees eligible to receive moving expenses pursuant to *Management Directive 625.03 Amended, Moving Employee Household Goods*, may be placed in Travel Status for up to 30 calendar days upon starting at their new worksite, to provide adequate time for locating new living quarters and to move to the new location. Agency heads may authorize, in writing, an extension to a maximum combined total of 60 calendar days, if required by unusual conditions. The 30-calendar day allowance plus the extension must be used within the 90 consecutive calendar day period that begins when the Employee is notified of the requirement to move to the new location. A copy of signed approval must be attached to the TER. The following restrictions apply:

- (1) The initial 30 calendar day allowance and any approved extension are not flat allowances. Only the days actually needed to complete an eligible relocation can be approved.
- (2) Employees will not be reimbursed for local personal mileage.
- (3) Employees returning to Headquarters or Residence on scheduled days off or holidays will not be entitled to subsistence or lodging for those periods.

6. RESPONSIBILITIES.

a. COTO shall:

- (1) Conduct a thorough review of Commonwealth policies relating to travel to ensure that all Commonwealth travel policies are consistent and recommend necessary changes.
- (2) Negotiate and manage the booking, fulfillment, advisory, and other travel related service contracts, including the Commonwealth Preferred Hotel program.
- (3) Monitor compliance with travel policies and contracts.
- (4) Administer the Corporate Travel Card program.
- (5) Provide travel-related data to Commonwealth agencies, and offer recommendations for cost-reduction and compliance, where applicable.
- (6) Authorize the use of the ALC. Instructions on the use of the ALC are available on www.travel.pa.gov.

b. BCPO shall:

- (1) Ensure compliance with Commonwealth travel reimbursement policies by conducting post-travel audits of submitted reimbursement reports.
- (2) Match the ALC information against Employee's TER to ensure compliance with applicable policies.

- (3) Reimburse Commonwealth Travelers in accordance with policy.
- (4) Withhold amounts as necessary from Employees, forward payments to the Corporate Travel Card Issuer, and inform the Employee, the Employee's supervisor, and the Agency HR Office of appropriate dates and amounts being withheld.
- (5) Provide approval for Cash Advances to Employees.

c. Agency HR Offices shall:

Ensure that new Employees that are travelers or travel arrangers have the appropriate training.

d. Commonwealth Travelers shall:

Follow and comply with the policy in this directive and the procedures in *Manual 230.01 Amended, Commonwealth Travel Procedures Manual*. Failure to do so may result in discipline, up to and including termination.

7. PROCEDURES.

Manual 230.01 Amended, Commonwealth Travel Procedures Manual, details the procedures related to Commonwealth travel and the implementation of this directive.

This amendment updates and adds new definitions, including adding SAP Concur, defining Residence, Headquarters, Preferred Hotels, and Travel Expense Report among others. Policy has been updated to reflect the required use of SAP Concur for travel reservations, submission period for Travel Expense Reports, payment methods and applicable restrictions on uses, and updates information on transfer travel. Applicable responsibilities have been updated.

This directive replaces, in its entirety, *Management Directive 230.10 Amended*, dated December 13, 2019.