



# Management Directive

## Commonwealth of Pennsylvania

### Governor's Office

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## Management Directive 305.19 Amended – Identification of Boards, Commissions, Councils, Advisory Committees, and Authorities

Date: September 27, 2023

By Direction of: 

Uri Z. Monson, Secretary of the Budget

Contact Agency: Office of the Budget  
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**This directive establishes policy, responsibilities, and procedures for the identification of travel expenses of board, commission, council, advisory committee, and authority members incurred in the performance of their duties. This amendment provides minor updates to an organization's name, the Contact Agency phone number and made formatting changes throughout the directive.**

### 1. PURPOSE.

To establish policy, responsibilities, and procedures for the identification of Members of boards, commissions, councils, advisory committees, and authorities who are eligible for the reimbursement of travel expenses incurred in the performance of their duties.

### 2. SCOPE.

This directive applies to all departments, offices, boards, commissions, and councils under the Governor's jurisdiction and other 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*, (hereinafter referred to as "agencies").

### 3. OBJECTIVE.

To ensure the BCPO, Travel Operations Division possesses an accurate listing of Members of boards, commissions, councils, advisory committees, and authorities for the reimbursement of Members' travel expenses.

### 4. DEFINITIONS.

- a. **Agency Assigned Travel Approver.** An agency employee assigned the responsibility for the approval of travel expenses in accordance with *Management Directive 230.10 Amended, Commonwealth Travel Policy*.
- b. **Agency Assigned Travel Arranger.** An agency employee assigned the responsibility for travel planning and Travel Expense Report (TER) preparation on behalf of Commonwealth travelers traveling on official Commonwealth business.
- c. **Board Administrator.** An individual who performs the administrative duties for boards, commissions, councils, advisory committees, and authorities and who serves as an agency's liaison to the BCPO, Travel Operations Division.
- d. **Member.** An individual who serves on a board, commission, council, advisory committee, or authority and may or may not be employed by the Commonwealth.
- e. **Membership Details.** The name, address, personnel information, financial information, and accounting code for each Member.

### 5. POLICY.

- a. The membership of boards, commissions, councils, advisory committees, and authorities shall be determined in accordance with the law, executive order, or other administrative action that serves as the basis for establishment.
- b. The name, basis for establishment, agency Board Administrator contact information, Agency Assigned Travel Approver, and Membership Details of each new Member of a board, commission, council, advisory committee, and authority must be reported to BCPO at least 15 business days prior to the first date of travel of any Member.
- c. Any change to the name, agency Board Administrator contact information, Agency Assigned Travel Approver, or Membership Details of a Member of a board, commission, council, advisory committee, or authority must be reported to BCPO within five (5) business days of the change.
- d. Failure to adhere to the timeframes established in Sections 5.b. and 5.c. of this directive may result in delayed travel reimbursements.
- e. Pursuant 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*, Members shall be reimbursed for travel expenses in accordance with *Management Directive*

*230.10 Amended, Commonwealth Travel Policy and Section 7 of Manual 230.01 Amended, Commonwealth Travel Procedures Manual.*

**6. RESPONSIBILITIES.**

**a. Agency Board Administrators shall:**

- (1)** Report to BCPO the name, basis for establishment, Board Administrator, Agency Assigned Travel Approver, and Membership Details of each new Member of a board, commission, council, advisory committee, and authority at least 15 business days prior to the first date of travel of any Member.
- (2)** Report to BCPO changes to the name, Board Administrator, Agency Assigned Travel Approver, or Membership Details of a Member of a board, commission, council, advisory committee, or authority within five (5) business days of the change.
- (3)** Annually review and update Membership Details and confirm with BCPO, Travel Operations Division that existing Membership Details are accurate.

**b. Agency Assigned Travel Arrangers shall ensure travel expense reports of Members comply with *Management Directive 230.10 Amended, Commonwealth Travel Policy* prior to their submission to the Agency Assigned Travel Approver.**

**c. Agency Assigned Travel Approvers shall ensure travel expense reports of Members comply with *Management Directive 230.10 Amended, Commonwealth Travel Policy* prior to their submission to BCPO.**

**d. Members shall:**

- (1)** Provide the Membership Details required for verification and reimbursement of travel expenses.
- (2)** Submit requests for travel expense reimbursements in accordance with this directive and *Management Directive 230.10 Amended, Commonwealth Travel Policy*.

**e. BCPO, Travel Operations Division shall:**

- (1)** Ensure the information submitted by agencies regarding boards, commissions, councils, advisory committees, and authorities, including Membership Details, is processed and updated in the SAP enterprise resource planning system.
- (2)** Assign an identification number for travel expense reimbursement to Members who expect to travel.

- f. **Office of Administration, Human Resources and Management, Human Resources Shared Services Office** shall establish organization codes (org codes) for boards, commissions, councils, advisory committees, and authorities, and process e-PARs, as needed, for hiring paid Members.

## **7. PROCEDURES.**

The [User Guide for Boards & Commissions in SAP](#) includes the procedures for adding, removing, and updating Membership Details and details of boards, commissions, councils, advisory committees, and authorities.

**This directive replaces, in its entirety, *Management Directive 305.19 Amended*, dated November 18, 2019.**