


MANAGEMENT DIRECTIVE

Commonwealth of Pennsylvania Governor's Office

Subject: Identification of Boards, Commissions, Councils, Advisory Committees, and Authorities	Number: 305.19 Amended
Date: November 18, 2019	By Direction of:  Jennifer Swails, Secretary of the Budget
Contact Agency: Office of the Budget, Office of Comptroller Operations, Bureau of Commonwealth Payroll Operations, Telephone 717.772.5340	

This directive establishes policy, responsibilities, and procedures for the reimbursement of travel expenses of board, commission, council, advisory committee, and authority members incurred in the performance of their duties. This amendment updates definitions, policy, responsibilities, and procedures to reflect a new process for recording board, commission, council, advisory committee, and authority information and membership details in the SAP enterprise, resource, and planning system (hereinafter referred to as "SAP"). Marginal dots are excluded due to major changes.

1. **PURPOSE.** To establish policy, responsibilities, and procedures for the identification of board, commission, council, advisory committee, and authority members 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 (hereinafter referred to as "agencies") under the Governor's jurisdiction and other entities subject to *Section 216* of the *Administrative Code (71 P.S. §76)*.
3. **OBJECTIVE.** To ensure the Office of the Budget, Office of Comptroller Operations, Bureau of Commonwealth Payroll Operations (BCPO), Travel Operations Division possesses an accurate listing of board, commission, council, advisory committee, and authority members for the reimbursement of members' travel expenses.
4. **DEFINITIONS.**
 - a. **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.

- b. **Travel Arranger.** An agency assigned individual responsible for travel planning and travel expense report preparation on behalf of Commonwealth travelers in accordance with *Management Directive 230.10, Commonwealth Travel Policy*.
- c. **Travel Approver.** An agency assigned individual responsible for the approval of travel expenses in accordance with *Management Directive 230.10, Commonwealth Travel Policy*.
- d. **Member.** An individual who serves on a board, commission, council, advisory committee, or authority. Members 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, Travel Approver, and Membership Details of each new board, commission, council, advisory committee, and authority must be reported to BCPO at least fifteen (15) business days prior to the first date of travel of any Member.
- c. Any change to the name, agency Board Administrator contact information, Travel Approver, or Membership Details 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 will result in delayed travel reimbursements.
- e. Pursuant to *Section 216 of the Administrative Code (71 P.S. §76)*, Members shall be reimbursed for travel expenses in accordance with *Management Directive 230.10, Commonwealth Travel Policy* and *Section 7 of Manual 230.1, Commonwealth Travel Procedures Manual*.

6. RESPONSIBILITIES.

- a. **Agency Board Administrators.**
 - (1) Report to BCPO the name, basis for establishment, Board Administrator, Travel Approver, and Membership Details of each new board, commission, council, advisory committee, and authority at least fifteen (15) business days prior to the first date of travel of any Member.

- (2) Report to BCPO changes to the name, Board Administrator, Travel Approver, or Membership Details 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. **Travel Arrangers.** Ensure travel expense reports of Members comply with *Management Directive 230.10, Commonwealth Travel Policy* prior to their submission to the Travel Approver.
 - c. **Travel Approvers.** Ensure travel expense reports of Members comply with *Management Directive 230.10, Commonwealth Travel Policy* prior to their submission to BCPO.
 - d. **Members.**
 - (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, Commonwealth Travel Policy*.
 - e. **Office of the Budget, Office of Comptroller Operations, Bureau of Commonwealth Payroll Operations, Travel Operations Division.**
 - (1) Ensure the information submitted by agencies regarding boards, commissions, councils, advisory committees, and authorities, including Membership Details, is processed and updated in SAP.
 - (2) Assign an identification number for travel expense reimbursement to Members who expect to travel.
 - f. **Office of Administration, Office for Human Resources and Management.** 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*, dated February 18, 2014.