


<p><b>Commonwealth of Pennsylvania</b></p>  <p><b>Pennsylvania Board of Probation and Parole</b></p>	<p><b>Volume III Chapter 2</b></p> <p><b>Procedure 2.02.04</b></p>	<p><b>Date Revised: Replaces 9.1.1.7, 1/16/01</b></p>
<p><b>Chapter Title ADMINISTRATION, MANAGEMENT</b></p>		<p><b>Date of Issue 3/12/12</b></p>
<p><b>Subject TRAVEL EXPENSES</b></p>		<p><b>Effective Date 3/26/12 PUBLIC</b></p>

I. AUTHORITY

The chairman of the board is granted the authority to “[d]irect the operations, management and administration of the board” and to “[p]erform all the duties and functions of chairperson, including organizing, staffing, controlling, directing and administering the work of the staff.” 61 Pa.C.S. § 6112 (a)(1) & (a)(4).

II. PURPOSE

The purpose of this chapter is to set forth the procedure for an employee to seek reimbursement for expenses incurred while traveling on Commonwealth business.

III. APPLICABILITY

This procedure is applicable to all Commonwealth employees.

IV. DEFINITIONS

**Employees shall be entitled to receive reimbursement for out-of-pocket expenses incurred in the performance of their duties within prescribed maximums. Management Directive 230.10 establishes policy, responsibilities and procedures for the Commonwealth Travel Program. This directive ensures responsible stewardship of commonwealth funds while taking into account the safety and reasonable convenience of commonwealth travelers**

V. POLICY

None Applicable

VI. PROCEDURE

No later than 60 days of the completion of a trip conducted for business purposes, per Management Directive 230.10, employees are to submit for reimbursement of expenses incurred via the Travel Manager located in Imagine PA - My Workplace - Employee Self Service (ESS). A claim must be approved by the traveler’s supervisor and will then be processed by the Commonwealth Bureau of Payroll Operations.

VII. SUSPENSION DURING AN EMERGENCY

This procedure may be suspended during an emergency at the sole discretion of the Chairman

#### VIII. RIGHTS UNDER THIS PROCEDURE

This procedure creates no rights under law.

#### IX. RELEASE OF INFORMATION AND DISTRIBUTION OF PROCEDURE

A. This procedure does not contain information that impacts the security of Board staff or parolees and may therefore be released to the public.

B. This procedure is to be distributed to all Board staff.

#### X. CROSS REFERENCES

##### A. Statutes

###### 1. Federal

None.

###### 2. State

a. **61 Pa.C.S. § 6112**

##### B. Board Policies

None.

##### C. American Correctional Association Standards

###### 1. 4-APPFS-3D-21

###### 2. 4-APPFS-3D-22

###### 3. 4-APPFS-3D-23

###### 4. 4-APPFS-3D-25

##### D. Management Directives

###### 1. [Management Directive 230. 10 – Commonwealth Travel Policy](#)

###### 2. Manual 230.1 –Commonwealth Travel Procedures Manual

##### E. Other

None.