
MANAGEMENT DIRECTIVE

305.19

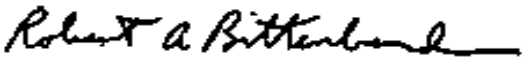
Number

COMMONWEALTH OF PENNSYLVANIA GOVERNOR'S OFFICE

Subject:

Identification of Boards, Commissions, and Councils

By Direction Of:


Robert A. Bittenbender, Secretary of the Budget

Date:

August 15, 1997

This directive requires agencies to provide information on operational boards, commissions, and councils and members.

1. **PURPOSE.** To identify boards, commissions, and councils and members who may be compensated or claiming reimbursement for expenses (i.e., travel, lodging, meals, subsistence) in the performance of their duties.

2. **SCOPE.** This directive applies to employees in all agencies, boards, commissions, and councils under the Governor's jurisdiction.

3. **OBJECTIVE.** To provide the Office of the Budget, Bureau of Commonwealth Payroll Operations (BCPO), Travel Audit Division, a listing of Commonwealth employees and non-Commonwealth individuals for whom an agency, board, commission, or council is responsible for reimbursing travel expenses to members.

4. **POLICY.**

a. All boards, commissions, advisory committees, authorities, or councils, etc., whether established by law, Executive Order, administratively, or by any other means, must submit to the BCPO, a listing of names and Social Security Numbers of members in the format provided in Enclosure 1.

b. The information required in Enclosure 1 must be submitted to BCPO within 30 calendar days of establishment of the board, commission, or council, etc. Include a copy of the first page and the section pertaining to travel reimbursement of the statute establishing the board, commission, or council, etc.

c. Any revision or change to the information previously submitted (including membership) must be reported to BCPO in the established format within 15 days of any change.

d. Members who are eligible for travel expense reimbursement **will not** be reimbursed unless the board, commission, or council has notified BCPO of the individuals who are eligible for reimbursement.

e. If possible, information should be submitted as an attachment to an E-mail message, but may also be submitted on disk. Contact BCPO, Travel Audit Division, for an E-mail address and software compatibility.

f. All information not submitted through E-mail or on disk should be mailed to Bureau of Commonwealth Payroll Operations, Travel Audit Division, at the following address.

Interoffice Mail

BCPO/Travel Audit Division
333 Market St., 19th Floor

U.S. Postal Service

BCPO/Travel Audit Division
P.O. Box 8007
Harrisburg, PA 17105-8007

Enclosure:

1 – Report of Boards, Commissions, and Councils

Distribution: B

(Commonwealth Payroll Operations, OB, 717/783-5176) Page 1 of 1

SAMPLE

REPORT OF BOARDS, COMMISSIONS, AND COUNCILS

Agency

Governor's Office

Name of Board

Crime Victim's Compensation Board

Basis for the Board, Commission, Council, etc.

The Administrative Code of 1929, (P.L. 177, §477.1(a)).

Rate of Compensation and/or Reimbursement of Expenses

(Indicate what entitled to) \$100.00 per diem when engaged in the business of the committee. Also entitled to travel expenses incurred in the discharge of committee duties.

List of Members and Social Security Numbers

Jane Roger, Chairperson	999-99-9999		
Sam Jones	999-99-9999		
Sally Jackson	999-99-9999		

Contact Person _____ (Type or Print Name) _____ (Signature)

Telephone No. _____ **Date:** _____