



New York State Division of Military and Naval Affairs
Office of Budget and Finance
Accounting Bulletins

Bulletin Number:	B 78-A		
Date Issued:	08/31/12	Bulletin issued by:	Tom Halabuda
Bulletin Name:	Updated State Travel Request Requirements		

This bulletin provides guidance in relation to travel request requirements for the New York State Division of Military and Naval Affairs (DMNA). This bulletin supersedes B 78 issued on September 16, 2009.

Statewide Financial System (SFS)

All agency state funded travel requires prior approval and will be entered into SFS in the travel request module. The DMNA Form 1010 will only be used as a back-up request form in the event SFS is not operable and only at the express permission of MNBF.

Information Needed to Process All Travel Requests

All travel requesters must provide information regarding their travel such as justifications, mode of travel i.e. mass transit, air, train, state/federal, car rental or POV. Also, if attending meetings, training or conferences, the requestor must attach invitations, notifications, agendas and training courses and schedules within SFS.

1. Additionally, in the comment section of the SFS travel request screen, an individual must indicate their proposed travel time if it exceeds their normal work hours. If the requestor is anticipating overtime during their course of travel than that must be indicated as well.

In state travel must be submitted 30 days prior to the travel date to ensure the request is approved in advance of the departure date.

Out of State Travel

A travel request that is entered by an individual into SFS which is out of state must go through additional reviews regardless of funding source and will have the highest level of scrutiny, therefore the following is required:

- A strong, concise justification of why the individual must travel out of state. Travel must be viewed as absolutely critical to the operation of agency business. Every alternative i.e. conference call, webinar, in state etc. to traveling out of state must be explored beforehand and mentioned in the justification.

- Once submitted, Out of state travel will be considered by the agency using three categories; A-Critical, B-Important but not necessarily critical and C-Not essential to the mission of the agency. This rating will be based on the information (to include the justification) provided by the traveler and communicated in the DOB Spending Control System to reviewers outside of DMNA for possible approval.

Out of State travel requests must be submitted no less than 45 days prior to the date of departure. It is encouraged that requests be submitted as soon as possible for consideration and to obtain the necessary approvals. If a request is submitted with less than 45 days to departure date, there is absolutely no guarantee it will be reviewed or approved in a timely fashion.

Further information can be found in the latest Fiscal Policy Memorandum (FPM) VP-004) – “Agency Travel Policy and Procedures”

If you should have any questions regarding this bulletin or other travel requirements, please contact Mr. Tom Halabuda at (518) 786- 4538.

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