



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

State Financial System Information

SFS Bulletin Number: 19

Effective Date: 1/17/13

Bulletin Issued by: Tom Halabuda

Subject: Travel Expense Reports – BSC Transition

This bulletin sets forth procedures in relation to travel expense when utilizing the Statewide Financial System (SFS) and the migration to the Business Service Center (BSC).

1. The BSC will on behalf of DMNA be administering travel reimbursement beginning February 1, 2013.
2. All New York State DMNA travel expense reports in SFS must be completed and processed and then approved by the SFS approver no later than January 24, 2013.
3. No new employee travel expense report requests must be entered into the SFS system after January 24, 2013. The SFS travel expense must be cleared out prior to the agency finance function transition to the BSC.
4. Users may begin to enter their travel expense report requests into SFS on February 1, 2013. The BSC will be the designated entity on behalf of DMNA who will process all travel expense reports and reimbursements.
5. If there are any questions regarding this bulletin, please contact Mr. Tom Halabuda at (518) 786-4538.
6. If there are any questions or issues specifically pertaining to your travel expense report or reimbursement after February 1, 2013 please contact the BSC at (518) 457-4272 or email the BSC Customer Care at BSCCustomerCare@ogs.ny.gov