



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

State Financial System Information

SFS Bulletin Number: 17-A

Effective Date: 1/24/2013

Bulletin Issued by: Tom Halabuda

Subject: Agency Travel Expense Procedures

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

1. All New York State employee travel reimbursements will be processed using the SFS Travel and Expense module. The Business Service Center will on behalf of DMNA process all travel expense and issue payment.
2. Completely fill out the SFS travel Expense General Information Section including descriptions, business purpose, default location (destination of trip) Division of the Budget (DOB) 1184 approval, travel dates, normal work hours, for out- of- state travel check appropriate box.
3. Only one overnight trip per expense report (may be multiple nights for same trip); each report can include multiple day trips. (employees in continuous travel status may combine and submit travel expense reports every 10 days) Per diem and personal mileage must be portrayed in the SFS Travel and Expense Report by the day and not as one total expense. For example, if the traveler's trip is three days, each day expenses must be shown individually on the Travel and Expense report rather than as one total sum.
4. If traveling to multiple destinations on an expense report put in one city in the default location in the general information section then specify your other destinations in the details section of the corresponding expense line.
5. Lodging expenses are within allowable rates and lodging receipts must be attached to expense report. If lodging obtained is over maximum allowance justification and approval from MNBF must be attached to expense report.
6. Meal per diems are claimed for the area of lodging; extra meals (breakfast on the day out/dinner on the day of return) meet time eligibility requirements and are noted in the START and END time fields in the details section of the expense line.

7. Reimbursable Expenses & Receipt Requirements:

Reimbursable Travel Expenses		Non-Reimbursable Expenses
Receipts and/or Documentation Required	State Credit Card Receipts not Required	
<p>Receipts Required:</p> <ul style="list-style-type: none"> - Lodging receipts - Receipts of \$75 or more for travel expenses Including tolls, parking, taxi, local bus, subway, gas, etc. - Amtrak ticket stubs and Airline tickets - Long distance bus tickets - Meals if not in overnight status and claiming a higher rate - Receipts of \$0 or more if using personal credit card or personal funds <p>Documentation Required:</p> <ul style="list-style-type: none"> - Car rental agreements - Trip Calculator for personal car mileage when rental car would have been more economical - Conference brochure or Agenda - Justification for over the maximum rate for lodging 	<p>-Receipts under \$75 for travel expenses Including:</p> <ul style="list-style-type: none"> • Tolls, • Parking, • Taxis, • Local Bus, • Subway, • Car washes for state Fleet cars and rental vehicles. 	<ul style="list-style-type: none"> - Parking violation tickets - Traffic Tickets - Laundry - Valet Service - Entertainment
<p>Non-Travel Reimbursements: Receipts for all non-travel related expenses are required.</p>		

8. All required receipts, trip calculators, justifications; supporting travel documents (to include (DOB B-1184 approval) must be scanned and attached electronically to the Travel and Expense Report in SFS. For state credit card receipts in the amount of \$74.99 and below, those must be retained by the traveler for a period of at least seven years for audit purposes.

9. The Trip Calculator must be utilized before the trip when using a personally owned vehicle (POV) for any travel that exceeds 100 miles round trip. The calculator is used to determine whether using a POV or renting a car is more cost effective to the state. You

must take the printed page of your completed Trip Calculator and scan and attach the PDF into your SFS travel expense request that will be processed by the BSC.

Be advised that if you elected to use your POV when the Trip Calculator indicates that it is cost effective to use a rental vehicle, the BSC will only reimburse up to the rental vehicle rate.

If the travel is over 100 miles round trip using a personal vehicle and is an emergency, the individual prior to submitting their SFS Travel Expense must obtain an Emergency Exemption from MNBF. This exemption document must be scanned and attached to the Travel and Expense Report in SFS before submitting.

10. For reimbursements using a personal credit card or personal funds for travel expense, receipts must be scanned and attached to the Travel and Expense Report in SFS for any amount.

11. Travel card charges are specified correctly in "My Wallet" prior to allocating charges to a report. Hotel bills including room service, parking or other expenses are itemized and properly recorded in the expense report as: travel card, return to State or Non-reimbursable expenses. All meals placed on travel cards should be specified "return to state" an offset with a meal expense/per diem. The credit card charges from the travelers SFS Wallet must reflect the actual travel dates and not the posted date of the credit card transaction.

12. When processing out of state lodging, taxes must be itemized on the travel and expense report

13. SFS Travel Authorization approval (if not otherwise excluded by the latest version of Fiscal Policy Memorandum (FPM) VP-004) must be included by transferring the authorization into the Travel and Expense report. If your travel approval was done manually by DMNA Form 1010, then that document must scanned and attached to the SFS Travel and Expense report.

14. In addition to the aforementioned, the following is required if the Travel and Expense Report is submitted into SFS by a proxy:

Travel expense reports that have been submitted in SFS by a proxy are required to have an applicable certification(s) completed by the traveler. This is required by Section 13.4 of the State of New York Office of the State Comptroller 'Guide to Financial Operations'. The following form(s) must be completed by the traveler and given to their respective proxy to be scanned and attached into the SFS Travel and Expense Report:

- Form AC 132-S "Employee Report of Travel Expenses and Claim for Payment.

Where applicable, the following will must be completed by the traveler and given to their respective proxy to be scanned and attached into the SFS Travel and Expense Report:

- Form AC 3259-S "Statement if Incidental and Transportation Expenses
- Form AC 3258-S "Statement of Meals Claimed"
- Form AC 160-S "Statement of Automobile Travel"
- Form AC 3256-S "Statement of State Corporate Travel Card Charges"

15. Travel expense reports must be submitted within 10 days of trip taken. Continuous travelers may submit expense reports bi-weekly.

If there are any questions regarding this bulletin, please contact Mr. Tom Halabuda at (518) 786-4538.

If there are any questions or issues specifically pertaining to your travel expense or reimbursement or travel expense procedures in general please contact the BSC at (518) 457-4272 or email the BSC customer care at BSCCustomerCare@ogs.ny.gov

Attachments