



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

**State Financial System Information**

**SFS Bulletin Number: SFS15**  
**Date Issued: June 6, 2012**  
**Bulletin Issued by: Tom Halabuda**  
**Subject: Travel and Expense Reports**

1. When entering your Travel and Expense Report/Authorization information into SFS, please ensure you use "Recpted Lodging" (Receipted Lodging) as your Expense Type for all lodging. Individuals have been entering the "Lodging (UCS)" Expense Type which is incorrect.
2. Should you have any questions, please contact Mrs. Folena Schumaker at 518-786-6061 or 489-6061DSN.