



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

**State Financial System Information**

**SFS Bulletin Number: SFS03**

**Date Issued:**

**April 11, 2012**

**Bulletin Issued by: Tom Halabuda**

**Subject: SFS Travel Reimbursements**

1. Effective April 1, 2012, New York State employee travel and expense reimbursements will be processed using the Statewide Financial System (SFS) travel and expense module.
2. The travel reimbursements process under SFS will be issued in the form of direct deposit or a check based on how the employee is currently paid through the State Payroll System (PayServ). If direct deposit information does NOT exist in PayServ, the employee will receive their travel reimbursement in the form of a check, mailed to their Home of Record. If direct deposit information exists in PayServ, or bank account type is designated as 'Balance' in PayServ, the travel reimbursement will be directed to the employee's bank account.
3. If you have any questions regarding the new travel and expense reimbursement, please feel free to contact Mr. Thomas Halabuda at 518-786-4538 or 489-4538DSN.