



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

State Financial System Information

SFS Bulletin Number: 21

Effective Date: 1/24/2013

Bulletin Issued by: Tom Halabuda

Subject: Trip Calculator – Emergency Exemption

This bulletin sets forth procedures in relation to travel expense and reimbursement 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. The Trip Calculator must be utilized 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 save the PDF into your SFS travel expense request. For further guidance see the latest version of Fiscal Policy Memorandum VP 004.
3. If the travel is 100 miles or more round trip using a personal vehicle and is an emergency, the individual prior to submitting their SFS Travel Expense to the BSC for reimbursement must obtain an Emergency Exemption from MNBF.
4. An emergency is defined as an extreme circumstance in a limited time frame that will not allow the employee to use the trip calculator and if applicable rent a car to reach their destination to respond.
5. The attached Trip Calculator Exempt Request must be completed and submitted to:

Bernadette Baumann
NYS Division of Military and Naval Affairs
MNBF
330 Old Niskayuna Rd, Latham NY 12110

or email to:

bernadette.m.baumann.nfg@mail.mil

6. Once the request has been approved by MNBF it will be emailed back to the requestor.
7. The requestor must save and attach the approved request into their travel expense report that is submitted to the BSC for reimbursement.
8. If the requestor does not submit an approved Trip Calculator Exemption Request with their report to the BSC, they will only be reimbursed up to the rate indicated by the trip calculator.
9. 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 specifically regarding Trip Calculator Emergency Exemptions please contact Bernadette Baumann at (518) 786-4513.

If there are any questions or issues 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

Attachment