



Information Announcement

SFS Travel and Expense Module

Using a PO Box as the Home Address

January 8, 2018

In May 2017, the Office of the State Comptroller (OSC) released [Travel Advisory #4](#) advising agencies of newly required Mandatory Header Fields in the Statewide Financial (SFS) Travel and Expense module. These fields provide necessary information to effectively review expense reports and are now visible on an expense report. One of these fields is the traveler's home address.

The home address reflected in an expense report is the address employees' bi-weekly pay check/advice is sent to. If an employee receives the advice at a PO Box, the traveler should enter their physical address in the "Notes" field of the expense report.

The physical home address is needed to:

- Verify if a traveler is in official travel status, and
- Verify mileage being claimed.

Expense reports that come into the BSC worklist without a physical address entered in the report may experience delays with reimbursements.

For any questions regarding this announcement, please contact the BSC Travel Unit at OGSTravel.Unit@ogs.ny.gov or call (518) 457-4272.