



Office of General Services
Business Services Center

Information Announcement

Deadline for Submission of Expense Reports prior to the SFS Summer Release

July 24, 2017

In accordance with the Office of the Comptroller's (OSC) Advisory 4 and to ensure proper processing prior to the SFS summer release, please submit Expense Reports to the BSC no later than August 11, 2017.

Expense Reports not fully approved and paid by OSC by August 18, 2017 will be denied back to the traveler and will be in a pending status.

Full details can be found by visiting the Office of the State Comptroller's Advisory 4 at:
http://osc.state.ny.us/agencies/travel_advisories/travel_advisory4.htm

If you have any questions regarding the submission of expense reports, please contact the BSC by phone at (518) 457-4272.