

Meeting Notes	Date: Tuesday, February 16, 2016 Time: 9:00 am - 11:00 am Agency: OGS Business Services Center Location: Building 5, Harriman State Campus, G-8 Topic: BSC Finance Customer Forum Travel & Expense and Credit Card Administration
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Organizer: BSC Finance Services

Attendees: BSC Finance Customer Agencies

Helpful E-mail and Website Information:

E-mail for this meeting series is active: ogs.sm.bscfinancecustomerforum@ogs.ny.gov

E-mail address for Fiscal Year End items: BSCYearEnd@ogs.ny.gov

BSC's Fiscal Year End Website: <http://bsc.ogs.ny.gov/content/fiscal-year-end-2015-16>

BSC Travel Training WebExes: <https://bsc.ogs.ny.gov/training-events>

BSC Travel Training Self Serves: <https://bsc.ogs.ny.gov/content/travel-expense>

Travel & Expense

- Due to State Expense Reports
 - When an ER results in "Due to State" and the travelers owes the State monies:
 - The BSC Auditor will notify the traveler and/or proxy (copying the supervisor) by sending an email communication detailing all the pertinent information/instructions such as ER #, amount due; method of payment accepted; who to make the restitution payable to; where to send monies due; and any other course of action that needs to be done.
 - Any agency that would like a copy of their travelers' outstanding "Due State" accounts may email the OGS Accounts Receivable Unit at: AccountsReceivable@ogs.ny.gov
- SFS Winter Update: Risk Details Icon.
 - This will show for credit card charges, taxable meals and tax implications on travel, duplicate reports, over per diem allowances, and if the no receipt box is checked. If the areas are greyed out, you will have to enter a comment in the description field in the expense report to submit it into workflow.
- Fiscal Year End Update
 - Expense reports due to the BSC Travel Unit by 3/18/16. More information can be found on the BSC website at: <http://bsc.ogs.ny.gov/content/fiscal-year-end-2015-16>
- Agency heads have different per diem levels. Please include a comment in the notes section in the expense report header or description field on the expense line so the BSC will know what the correct per diem amount should be.
- Default Location. Although the BSC cannot see the "Default Location," in the header of the expense report, for multiple trips it is recommended that if meals or lodging are being claimed, travelers indicate their destination in the notes section in the header or description field on the expense line.
- Proxy Rights: The feature for giving staff proxy rights appears to be missing from its usual place in SFS. To authorize proxy rights, follow these steps:
 - When your first sign into SFS there should be a search field at the top left of your screen
 - In that "search" field, type in "Authorize Expense Users"
 - Click on the double arrow
 - Click on "Authorize Expense Users" and this will bring you to the screen to give proxy rights to staff members

- **Travel & Expense Report Denials**

- The majority of Expense Report Denials are due to missing receipts. Procedure for Lost/Missing Receipts
- For miscellaneous receipts such as tolls, parking, etc. travelers are to check the “No Receipt” box in the ER and put a reason in the description field.
- For the major receipts such as lodging, airfare, train and rental vehicle, travelers should attempt to acquire these receipts from the vendor. If an extended period of time has elapsed and the traveler cannot obtain a copy, they are to get an attestation from the Finance Office stating that the charges/expenses were incurred on official state business including the pertinent expense information and attach this to the expense report. It can be in the form of an email, office memorandum, statement, etc. as long as it is attached to the expense report.
- For single day trip meals and extra meals, the BSC asks for times in the expense line
- Mode of transportation is asked when a state car or rental car is being used and there are gas claims attached and a rental receipt is not attached
- It is not required that every expense line have an explanation; only extraordinary situations require an explanation. For example: if an alternate route is taken due to detours or weather conditions, or if a car rental is upgraded.
- When an employee’s work hours reflect an end of day default to AM and the system defaults to PM, if that is the sole error on the Expense report and the information in and attached to the report supports the claims, the BSC will not deny the report.

Credit Card Administration

- **Denials of T-Card Applications**
 - Often, the BSC orders the card, but the traveler doesn’t have the appropriate role in SFS. If the traveler doesn’t have the role, and there is no proxy, we put the application in agency outreach and will not mail the card until the proper SFS roles are in place. We will only reject an application if there is no liaison signature.
- **Credit Card Admin Role**
 - The BSC cannot allow agencies to have the Credit Card Administrator Role; however, agencies may have the Credit Card Reviewer Role.
- **P-Card aging reports**
 - The aging reports will be available to view with this role on 2/19/16.
- **SFS Role Mapping for Credit Cards**
 - Starting 4/1/16, the BSC will no longer do role mapping in SFS for agencies. All agencies will be responsible for their own role mapping. An email was sent to agencies regarding this change on February 22, 2016
- **SFS Winter Update**
 - In the p-card reconciliation module, SFS now pre-fills the date parameters for the most recent 30 days. When you are going in to look at charges (as reconciler, reviewer, or approver), you should clear out these date parameters and leave the fields blank. This will ensure that you see all outstanding charges.

Call for Agenda Items for Next Customer Forum

- The next Travel/Credit Card Customer Forum is 3/15/16
- Agenda items are due 3/9/16

