

Meeting Notes	Date: August 18, 2016 Time: 9am Agency: Office of General Services, 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

Attendees: BSC Finance Customer Agencies

Notes

Travel & Expense Service Line Updates

Travel Training:

- Training Opportunities can be found at the following link: <https://bsc.ogs.ny.gov/training-events>
- Due to the SFS summer update, Travel Training will not be offered in September, 2016
- Training will be updated to reflect any screen changes in SFS, and will resume in October, 2016
- Quarterly report cards will be released soon that will include data around which travelers have attended travel training
- The BSC suggests this information will help customer agencies determine if there are additional travel training opportunities agency travelers can leverage

Proximity Mileage:

- Travel meals cannot be claimed if an employee is not in travel status, if an employee works longer than their scheduled work day and is not in travel status the employee may be eligible for an overtime meal
- Travel Status: Traveler is greater than 35 miles away from home and official station
- For day trip meals, the employee must be in Travel Status, leave 1 hour prior to their scheduled start and/or 2 hours after their scheduled end time to claim a meal

Trip Calculator:

- Procurement Services has updated the trip calculator; the 1.5% increase is in effect
- Trip calculator can be found at the following link: <http://www.ogs.ny.gov/BU/SS/Trav/Calculators.asp>
- The new calculator automatically defaults to Westchester, Long Island, and Albany Airport
- Travelers are asked to remember to utilize the dropdown if needed to change location

Travel & Expense Report Denials:

A recent analysis of Travel & Expense report denials was completed:

Ranking of Denials	Denial Type	Explanation
#1	Receipts	High dollar receipts require finance office approval and a written justification for a missing receipt
#2	Missing/Incomplete Travel Dates	Auditors need to know when travel took place
#3	Incorrect Expense Type	Using return to state incorrectly, day meals when an overnight meal should be claimed, etc.
#4	Trip Calculator	Not attaching a trip calculator when needed, or the calculator is not filled out correctly

Conferences:

- P-cards should be utilized for payment of conference room rentals. If the MCC code for conferences are blocked, we need to pull that off and make sure it's being paid for the right way
- Conference room registration fees for the cardholder can be paid for using the Travel Card

Taxes:

- NYS Travelers are exempt from NYS Sales Tax only
- NYS Travelers are not exempt from other taxes including Bed Tax and Occupancy Tax

SFS Summer Update:

- Shutdown will be on 8/26 at 5pm / Target opening is 8/29 at 9am
- Changes are expected to occur on the Travel Authorization page to more closely resemble the expense report page

Credit Card Administration Service Line Updates

Quarterly Report Card:

- This report card is slightly different from last quarter
- Includes the total dollar amount for each card and the number of transactions older than 60-days
- Additional details can be made available upon request

Call for Agenda Items for Next Customer Forum

The next Customer Forum is 9/20/16, agenda items are due 9/14/16