



Year-End Information and Agency Action Items for Travel & Expense

Travel – Year-end

- The last day for agencies to submit expense reports to the BSC for year-end processing will be March 13, 2015. The BSC Travel Unit staff will work diligently to process any reports submitted after that date, but will do so on a first-come, first-served basis.
- Agencies need to track the impact of the processing of expense reports on their cash spending. If processing needs to be suspended, agencies need to send a notice by e-mail to BSCYearend@ogs.ny.gov with a copy to ogstravelunit@ogs.ny.gov. Include “STOP processing for Year-End” in the subject line.
- Expense reports not approved for payment in SFS by March 26 will be automatically Rejected by SFS and therefore will need to be recreated after the EE1 update when SFS comes back online.

Travel – New Year

- Agencies that use SFS for approving Travel Authorizations should have travelers enter travel authorizations in March for travel during the SFS blackout period. Agencies should have a backup plan for authorizing unscheduled or emergency travel during the blackout period.