

<b>Meeting Notes</b>	<b>Date:</b> October 18, 2016 <b>Time:</b> 9am <b>Agency:</b> Office of General Services, Business Services Center <b>Location:</b> Building 5, Harriman State Campus, G-8 <b>Topic:</b> BSC Finance Customer Forum Travel & Expense and Credit Card Administration
<b>Organizer:</b> BSC Finance	
<b>Attendees:</b> BSC Finance Customer Agencies	
<b>Notes</b>	
<p><b>Travel &amp; Expense Service Line Updates</b></p> <p><u>Travel Training Opportunities</u> - <a href="https://bsc.ogs.ny.gov/training-events">https://bsc.ogs.ny.gov/training-events</a></p> <ul style="list-style-type: none"> <li>• Travel Live SFS WebEx – 10/27/16 – 1pm – 3pm</li> <li>• Travel 101 Rules and Regulations WebEx – 11/2/16 – 10am – 12pm</li> <li>• Travel Training for SFS Supervisors WebEx – 11/10/16 – 1:30pm – 3pm</li> </ul> <p>Each class has a minimum participant designation – if the minimum is not reached, it will be cancelled.</p> <p><u>Third Party Reimbursements when the Other Party is a State Agency</u></p> <ul style="list-style-type: none"> <li>• Expenses should be reconciled using a Journal entry in the General Ledger and not a check</li> <li>• The instructions the BSC sends to travelers for third party reimbursements will be updated to include instructions for this process</li> <li>• The BSC recommends entering “3<sup>rd</sup> Party By State Agency” in the body of the report in the description line so the BSC can readily identify and not send out the <i>Due State letter</i></li> </ul> <p><u>Address to Use When the Employee Reimbursement is Due State</u></p> <p>Agencies will receive instructions for exactly whom the payment should be made payable to and where the check will need to be sent (BSC Cashier):</p> <p style="padding-left: 150px;">BSC Cashier  Building 5, Floor 6  1220 Washington Avenue  Albany, NY 12226-1900</p>	
<p><b>Credit Card Administration Service Line Updates</b></p> <ul style="list-style-type: none"> <li>• Credit Card Liaisons cannot approve forms for their own cards (applications or change requests); an alternate liaison must provide the signature</li> <li>• Cardholder should not be the approver on a p-card – the cardholder should be the cardholder/reconciler, a separate agency employee must be designated as the approver</li> <li>• Application Clarity: Please print a new application from the BSC webpage for each new submission. Photocopied versions become blurry over time and can cause delays in processing</li> </ul>	
<p><b>Call for Agenda Items for Next Customer Forum</b></p> <p>The next Customer Forum is 11/15/16, agenda items are due 11/8/16</p>	