



INFORMATION ANNOUNCEMENT

Andrew M. Cuomo
Governor

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Commissioner

New Automated Travel Card Expense Report Notifications

To speed up reconciliation of travel card charges and expense report processing in the Statewide Financial System (SFS), a new automated process will send a reminder every 2 weeks to employees with travel card charges over 30 days old that remain in their SFS wallet or in an incomplete (unprocessed) SFS expense report.

These emails will be automatically sent to all travel card holders, including those that use proxies to submit their expense reports in SFS. Please notify all travel staff of this change so they understand why they are getting an email. Emails will be sent from the following mailbox: OGS.sm.UnreconciledTcard@ogs.ny.gov.

In addition to the emails described above, agency finance liaisons will continue to receive reports containing charges over 30 days old. Agency finance heads or their designees will also continue to receive reports containing charges over 45 days old. The BSC will additionally notify supervisors of expense reports that are waiting for approval regardless of whether they have associated credit card charges.

If you have any questions or concerns regarding these procedures, please contact the BSC Credit Card Unit at creditcard@ogs.ny.gov or (518) 457-4272, Option 1.

Release Date: October 30, 2014

For more information visit the BSC website or contact the BSC today!

Email: bsc@ogs.ny.gov

Tel: (518) 457-4272

Website: bsc.ogs.ny.gov