



# Finance Policies and Procedures

# Travel & Expense



## The BSC Travel & Expense team:

- Processes and audits expense reports for agency employees.
- Provides guidance and training to travelers, proxies, and their supervisors.
  - Current training opportunities can be found here: <https://bsc.ogs.ny.gov/training-events>.
- Answers questions about travel and expense module in SFS, travel policies, guidelines, and reimbursement rates.
- Issues announcements on travel guidelines including rate changes, SFS changes, etc. BSC announcements can be found here: <https://bsc.ogs.ny.gov/announcements>.
- Hosts customer forums every other month to discuss broad topics that touch all agencies. You can find information on customer forums here: <https://bsc.ogs.ny.gov/content/finance-customer-forum>.



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## Governing Policy

- GOER travel card policies and procedures with links to OSC Travel rules and regulations: [https://www.goer.ny.gov/Employee\\_Resources/Travel\\_Information.cfm](https://www.goer.ny.gov/Employee_Resources/Travel_Information.cfm)
- Office of the State Comptroller (OSC) travel reimbursement rules and regulations and OSC Travel Manual: <http://www.osc.state.ny.us/agencies/travel/manual.pdf>
- Division of the Budget (DOB) B-1184 policies and procedures: <https://www.budget.ny.gov/guide/bprm/bulletins/b-1184.html>
- OSC Guide to Financial Operations (GFO); XIII. Employee Expense Reimbursement: <https://www.osc.state.ny.us/agencies/guide/MyWebHelp/>
- OGS travel contracts and trip calculator: <http://www.ogs.ny.gov/BU/SS/Trav/default.asp>

## Contact the Service Line

If you need help with expense report guidance, incorrect or missing charges in the SFS Wallet, understanding the status of expense reports, or need travel training:

- Email us at [BSCFinance@ogs.ny.gov](mailto:BSCFinance@ogs.ny.gov)
- Call us at (518) 457-4272

## Agency/BSC Responsibilities

Activity	Agency	BSC
Review and approve travel authorizations, including B-1184 approval to ensure adequate funds are available to pay travel reimbursements.	✓	
Approve employee travel and expense reports after confirming that the travel expenses claimed were actual, reasonable, and necessary for the performance of the employee’s official state duties. Ensure compliance with OSC, GOER, DOB, and agency specific guidelines.	✓	
Ensure travelers and supervisors attend travel rules and regulations training.	✓	
Audit expense reimbursements, ensuring that all expenses comply with OSC, DOB and GOER rules and regulations. Ensure audit work is completed according to the BSC standard work to ensure consistency and transparency with audits.		✓
Provide guidance and training to agency supervisors, proxies and travelers in proper procedures for reimbursing travel expenses, travel rules, SFS navigation and payment status.		✓
Work with the traveler and their supervisor to resolve any travel related issues. Contact the traveler, the supervisor, the traveler’s proxy or a designated agency liaison to detail any issues with the expense report, resulting in a denial or rejection.		✓
Communicate with agency liaisons when changes are made to travel rules and regulations.		✓
Assist proxies, travelers, supervisors or designated agency liaison with timely resolutions of travel issues via email or phone.		✓

## Statewide Financial System (SFS)

### Description:

The Statewide Financial System (SFS) is New York State government's accounting and financial management system. The SFS facilitates the management and flow of information between and among State agencies, State control agencies (i.e. the Division of the Budget and the Office of the State Comptroller), the State Legislature, vendors doing business with New York State, and the general public.

### Agency Responsibilities:

- The agency is responsible for setting up and deactivating profiles including full addresses of official stations, role mapping and account coding in SFS for travelers and management staff.
- The entry of expense reports into the SFS by the traveler or proxy.
- Agency supervisor reviews the expense report for actual, reasonable and necessary business related expenses. Then, either approves, or denies the expense report back to the traveler for further information.
- Agency travel unit and/or Budget approver reviews expense line coding as appropriate.

### BSC Responsibilities:

- Provide training and assistance to help travelers navigate the travel & expense module in SFS.
- Audit of expense reports entered by the agency traveler or proxy, and approved through the agency-level supervisor.

## Reimbursements

Actual, reasonable, and necessary business-related expenses will be reimbursed and such expenses must be properly indicated and justified on the expense report. Other miscellaneous expenses may be reimbursed such as postage, work supplies, tuition, etc.

### Agency Responsibilities:

- Traveler must provide justification and explanation of purchase or expense.
- Supervisors must ensure travelers provide receipts for incurred expenses and travel was necessary and justified.
- Supervisor must verify that the expense was not a personal or non-business expense.
- Supervisor must verify that all documentation was supplied.

### BSC Responsibilities:

- Audit the expense report in accordance with NYS Travel Rules and Regulations and verify the corresponding attachments are provided.

## Official Travel Status

### Description:

- Official travel status is when a traveler is at a work assignment that is 35 miles or more from both the traveler's home and their official station.

### Agency Responsibilities:

- Knowing and understanding the traveler's official station and its effect on eligibility for travel reimbursement, including, where applicable, the taxability of reimbursements.
- Obtaining the necessary authorizations for travel, including method of travel.

### BSC Responsibilities:

- Verify the traveler was in official travel status when auditing an expense report.
- Audit expense reports containing personal car mileage reimbursements in excess of the maximum federal rate in order for the appropriate payroll unit to report taxable reimbursements to OSC. This can occur when transporting clients, residents, or goods.
- Audit the expense report in accordance with NYS Travel Rules and Regulations and verify the corresponding attachments are provided.

## Travel Authorization

A travel authorization is a pre-trip approval of estimated travel expenses. Agencies may use either the travel authorization function within SFS or an alternate method if preferred.

### Agency Responsibilities:

- It is the discretion of the agency to determine the best procedures for the authorization process. This may include attaching documents to the SFS expense report as the authorization record or using the formal SFS travel authorization process.

## B-1184 Approval

### The following travel requires B-1184 approval:

- All out-of-state travel, regardless of cost requires a B-1184 Attachment A.
- In-state travel totaling \$500 or more requires a B-1184 Attachment B.

### Agency Responsibilities:

- An agency's Chief Financial Officer or their designee submits the B-1184 request for travel.
- Review and approve all out-of-state requests.
- In-state travel of \$500 or more requires agency head approval via B-1184 Attachment B.
- If travel is approved, a B-1184 number/code is issued and the traveler is to include this code in the header of the expense report. To minimize questions during the approval process the B-1184 should be attached to the expense report.

### BSC Responsibilities:

- The BSC auditor verifies that expense reports of \$500 or more for in-state travel or any expense report for out-of-state travel has the appropriate B-1184 number/code in the header of the expense report or documentation attached to the expense report.

## Travel Card and Delinquent Travel & Expense Reports

The State of New York has a travel card program which was created to provide employees with a mechanism to pay for travel expenses. The travel card is generally available to all employees who are expected to travel at least once a year as part of their job. Applications must be submitted through agency's finance office.

The travel card is to be used for official state business only and within established guidelines in order to reduce out-of-pocket expenses when traveling. The travel card is not to be used for personal business or shared amongst co-workers. Failure to follow established rules and regulations may result in the suspension of the travel card and possible disciplinary action. For further information, please contact the BSC credit card unit at 518- 457-4272 or email [bscfinance@ogs.ny.gov](mailto:bscfinance@ogs.ny.gov).

- Timely submission of expense reports by travelers and approvers helps ensure quicker reimbursements to travelers.
- OSC requires all travel card charges be reconciled within 30 days of the date the expense is incurred. However, the BSC recommends that expense reports are submitted within 10 days while the travel event details are still easy to recall. This will also help avoid the traveler from appearing on aging reports for unreconciled credit card charges.
- Travel card charges that are not reconciled within 60-days cannot be disputed with Citibank.

## Travel Card and Delinquent Travel & Expense Reports (continued)

### Agency Responsibilities:

- Ensure travelers obtain the necessary training to account for and reconcile their travel expenses. BSC offers travel training via WebEx for travelers and supervisors. A list of these trainings is available on the BSC website: <https://bsc.ogs.ny.gov/training-events>.
- The traveler is responsible for submitting an expense report in SFS within 30 days of the conclusion of the trip.
- The traveler is responsible for reconciling all travel card charges associated with the travel event within 30 days of the date of the trip.
- Recover any overpayments or improper charges made by the traveler.
- Ensure travelers submit accurate expense reports in SFS in a timely manner.
- Employees leaving the agency must turn in their travel card and reconcile all outstanding travel card charges prior to leaving.
- Agency finance office is responsible for canceling an employee's travel card prior to the employee leaving the agency.
- Supervisors are responsible to ensure that travel card charges are specified correctly in the SFS expense report and itemized expenses are properly recorded.
- Supervisors are responsible to ensure travelers reconcile travel card charges in 30 days of the travel event.
- Supervisor and agency are responsible for ensuring traveler reconciles all travel card charges timely.

### BSC Responsibilities:

- Audit the expense report in accordance with NYS Travel Rules and Regulations and verify the corresponding attachments are provided.
- Provide training for travelers and supervisors. A list of these trainings is available on the BSC website: <https://bsc.ogs.ny.gov/training-events>.
- Alert travelers if an expense report results in a Due to State amount. This is when the expense report results in the traveler owing money to the State.
- Notify travelers and supervisors when travel card charges are not reconciled in SFS within 30 days.
- Notify agency liaisons when travel card charges are not reconciled in SFS are more than 30 days old.

## Expense Reports

### Agency Responsibilities:

- Traveler follows OSC/agency rules for pre-travel authorization including B-1184 approval, if required.
- Traveler or proxy creates expense report in SFS timely.
- Agency supervisor reviews and approves, or denies the expense report back to the traveler for further information.
- Agency travel unit and/or budget approver reviews expense line coding as appropriate and approves or denies expense report.

### BSC Responsibilities:

- Auditing expense reports on a first in, first out basis from the BSC travel work list.
- If approved, BSC submits the expense report to OSC for review and disbursement.
- If denied, the expense report is returned to the traveler for revision and an email is sent to the traveler and/or proxy, as appropriate, and the supervisor.
- The BSC can reject expense reports if needed for such reasons as a duplicate payment.

### Process:

The flow of an expense report is as follows:

- Employee creates travel expense report in SFS: Log into SFS at: <https://fin.sfs.ny.gov/>
  - Enter their user ID and Password
  - Check the I agree to SFS Online Terms of Service box
  - Do not check the Enable Accessibility Mode box
  - Click on Sign in
  - Click on Employee Self-Service
  - Click on Travel and Expenses
  - Click on Expense Reports
  - Click on Create/Modify

Note: for full details see the Traveler SFS Overview Creating Expense Reports (Self-Serve) on the BSC website under “Finance Customers,” “Travel & Expense,” “Forms and Publications.”

- Agency supervisor reviews and either approves or denies the expense report.
- Agency travel unit and/or budget approver reviews expense line coding as appropriate and approves or denies expense report.
- Agency approved expense reports are audited by the BSC.
  - If the BSC approves the expense report, it is sent to OSC for final review and payment.
  - If denied by the BSC, the expense report is returned to the traveler and an email is sent to the traveler and/or supervisor, and proxy, as appropriate.
- OSC audits BSC approved expense reports and either approves for payment or denies.



## Trip Calculator

When the traveler travels more than 100 miles in a given day, a trip calculator is required. The OGS trip calculator adjusts the mileage the traveler is able to claim to equal the cost of a rental vehicle. The trip calculator can be found at: <http://ogs.ny.gov/BU/SS/Trav/Calculators.asp>.

### **Agency Responsibilities:**

- Traveler and supervisor verifies the trip calculator is attached, when required, and reasonably represents the traveler's itinerary.
- Traveler and supervisor verifies all supporting documentation is attached, including to support an exemption to the trip calculator requirement such as a reasonable accommodation, if applicable.

### **BSC Responsibilities:**

- Audits the trip calculator to verify the traveler is claiming the miles for which the traveler is entitled.
- Audit the expense report in accordance with NYS Travel Rules and Regulations and verify the corresponding attachments are provided.

## Transportation - *Personal Vehicle*

### Description:

A personal vehicle may be used for State business purposes when a State vehicle or common carrier is not available, is not cost effective, or is otherwise not appropriate. This could include a need to transport voluminous files or documents and use of a State vehicle or common carrier is not practical. Mileage reimbursement rates are determined by the IRS and collective bargaining agreements. A trip calculator must be utilized to determine the amount to be reimbursed. Charges for gasoline, oil, accessories, repairs, depreciation, anti-freeze, towing, insurance and other expenditures will not be reimbursed. These are considered operational costs and are covered in the mileage allowance.

### Agency Responsibilities:

- Traveler must make sure using a personal vehicle is the most economical method of travel and is used in the best interest of the State.
- A trip calculator must be attached for trips over 100 miles a day:  
<https://ogs.ny.gov/BU/SS/Trav/Calculators.asp>.
- Mileage reimbursement requests must include the street addresses and city for the “to and from” locations in the header of the actual expense report, multiple locations should be detailed on the Statement of Automobile Travel, AC160-S: [http://www.osc.state.ny.us/agencies/forms/ac160s\\_fe.pdf](http://www.osc.state.ny.us/agencies/forms/ac160s_fe.pdf).
- Mileage for proximity is verified in accordance with OSC’s Lesser of Mileage Rule:  
<http://www.osc.state.ny.us/agencies/travel/manual.pdf>.
- If a state vehicle was available and the traveler chooses to use their personal vehicle the traveler is claiming the equivalent rate as set by the IRS.

### BSC Responsibilities:

- Audits and verifies mileage and proximity mileage.
- Audit the expense report in accordance with NYS Travel Rules and Regulations and verify the corresponding attachments are provided.
- Audits expense reports containing personal car mileage reimbursements in excess of maximum federal rate to verify appropriate rate and correct expense type was selected when traveler was transporting clients, residents or goods.

## Transportation - *Rental*

### Agency Responsibilities:

- When the use of a rental vehicle is necessary and prudent, agencies must use the OGS centralized contract for passenger vehicle rentals: [https://www.ogs.ny.gov/purchase/snt/lists/gp\\_72001.asp](https://www.ogs.ny.gov/purchase/snt/lists/gp_72001.asp). Travelers should be prepared to provide the proper NYS employee identification, the state contract number, and sales tax exemption forms when renting the vehicle.
- When renting a vehicle for State business, the traveler should rent in the name of New York State, use their state-issued travel card and sign the agreement as an agent for the State.
- Travel-related operating costs associated with the vehicle will be reimbursed including gasoline, parking, and tolls.
- Travelers should be aware of the option to use a transponder when renting a vehicle such as PlatePass or TollPass. Information on various statewide contractor pricing for the use of transponders can be found on the OGS website for passenger vehicle rentals: [https://www.ogs.ny.gov/purchase/snt/lists/gp\\_72001.asp](https://www.ogs.ny.gov/purchase/snt/lists/gp_72001.asp). Use of PlatePass or TollPass is at agency discretion.
- Any fines and tickets for moving violations are non-reimbursable expenses and are the responsibility of the traveler.
- Travelers and supervisors must verify that a rental car is the most economical method of travel and used in the best interest of the state.
- Travelers must provide justification in their expense report for vehicle upgrades beyond a standard size.
- Ensure receipts are attached to the expense report in SFS.

### BSC Responsibilities:

- Verify the OGS centralized contract for passenger vehicle rentals was used and there were no additional fees or sales tax charged for New York State rentals.
- Verify the proper documentation is attached with the expense report in SFS, including justifications and sales receipts.
- Audit the expense report in accordance with NYS Travel Rules and Regulations and verify the corresponding attachments are provided.

## Mass Transit

### Description:

Mass transit is transportation such as trains, subways, buses, and ferries that carry multiple people to their destination on regularly scheduled runs.

### Agency responsibilities:

- Travelers should purchase mass transit fares in the most economical manner to meet business needs. This may result in purchasing individual fares or prepaid mass transit cards.
- Travelers who purchase prepaid mass transit cards for personal reasons and use them for business related trips can be reimbursed at the discretion of their agency without a receipt. In these instances, travelers should claim the reimbursement on an expense report and include a note that a portion of their personal, pre-paid, mass transit card was used to cover the cost of the trip.
- For Metro Card purchases placed on the travel card, travelers must reconcile the charge on an expense report on the first use. On subsequent expense reports the traveler should indicate which expense report the charge was reconciled to.
- A location, address, or log of travel is required when claiming mass transit and metro card transactions.
- Travelers must attach receipts for buses, ferries, and trains. Travel cards may be used if accepted.

### BSC responsibilities:

- Audit the expense report in accordance with NYS Travel Rules and Regulations and verify the corresponding attachments are provided.

## Airfare

### Agency Responsibilities:

- When the most efficient and cost effective method of transportation is flying, the contract established by OGS for Air Travel Services must be used by travelers of the BSC Customer Agencies in all instances. [https://ogs.ny.gov/purchase/snt/lists/gp\\_79006.asp](https://ogs.ny.gov/purchase/snt/lists/gp_79006.asp).
- Except when non-contract fares saves \$200 or more per round trip, and only after having obtained prior approval from their agency's finance office. [https://ogs.ny.gov/purchase/snt/lists/gp\\_79005.asp](https://ogs.ny.gov/purchase/snt/lists/gp_79005.asp).
- If an exception is made, the OGS Air Travel Services contract exception form must be completed and approved by the agency's finance office or other appropriate authority and a copy must be emailed to the Statewide Travel Coordinator at [Travelcoordinator@ogs.ny.gov](mailto:Travelcoordinator@ogs.ny.gov).
- The passenger's portion of the airline ticket or an e-ticket including dollar amount paid must be submitted with the expense report. Boarding passes are not acceptable.

### BSC Responsibilities:

- Audit the expense report in accordance with NYS Travel Rules and Regulations and verify the corresponding attachments are provided.

## Lodging

### Received Lodging Description:

- Travel reimbursement rates are based on the locations where the traveler is lodging.
- The rate of lodging is determined by the General Services Administration (GSA) rates at the time of travel. The link can be found at: <https://www.gsa.gov/portal/content/104877>.

### Unreceived Lodging Description:

- Lodging with friends and family when in travel status, no receipt required.
- Fixed amount covers meals, lodging, and incidentals.
- Per diem based on area of lodging and negotiating unit agreements.

### Agency responsibilities:

- If a traveler goes over the GSA rate for travel, they are required to provide justification from the finance office indicating approval to do so, such as an approved travel authorization or an approved B1184 that indicates they are going over the GSA rate. Travelers must be in official travel status which is 35 miles or more from their home and official station, to be eligible.
- If the room was booked through an approved State travel agency, verification from the travel agency that no other lodging was available at the State rate is required.
- Ensure the sales tax exemption form is used by travelers traveling in NY State.
- Traveler must ensure the sales tax exemption form to travel in New York State is used appropriately.

### BSC responsibilities:

- Audit the expense report in accordance with NYS Travel Rules and Regulations and verify business-related expenses and the corresponding attachments are provided.
- Verify no New York State and Local Sales and Use Tax were charged.
- Audit expense reports to verify the GSA rate was not exceeded without agency finance office approval.

## Meals and Eligibility

Travelers must be in official travel status which is 35 miles or more from their home and official station, to be eligible for travel meals as follows:

### Unreceipted Meal Rates for Day Trips (all locations):

- Unreceipted meals are set at a fixed rate and reported as taxable income.
- Breakfast - \$5.00 reimbursement when departing one or more hours prior to the start of the traveler's normal work shift.
- Dinner - \$12.00 reimbursement when returning two or more hours after the end of the traveler's normal work shift.

### Receipted Meal Rates:

- Reimbursement up to the per diem rate for the area of travel. The meal allowance breakdown can be found on OSC's website located at: <http://osc.state.ny.us/agencies/travel/meals.htm>.

### Overnight and Extra Meal Allowances:

- Extra breakfast on the day of departure when the trip starts, when the traveler leaves one or more hours prior to the start of their normal work shift.
- Extra dinner on the day the traveler returns, when the traveler returns two or more hours after the end of their normal work shift.

Meal per diems are reimbursed based on the rates for the county of lodging and are entered to correspond with the dates of travel. Per diem rates are available at the US General Services Administration (GSA) website at: <http://www.gsa.gov/portal/content/104877>.

### Agency Responsibilities:

- Ensure travelers are in official travel status, which is 35 miles or more from their home and official station, when claiming meals.
- Ensure departure/arrival times are entered in the header of the expense report to be eligible for the day trip meal reimbursement. It is considered best practice to also enter the times on the expense line.

### BSC Responsibilities:

- Audit the expense report for proper dates, locations, time eligibility, and receipts for the corresponding meals.
- Audit the expense report in accordance with NYS Travel Rules and Regulations and verify the corresponding attachments are provided.

## Fiscal Year End

The term “fiscal year” is the period used by governments for accounting and budget purposes. BSC Customer Agencies use the period beginning April 1 and ending March 31 of the following year as their fiscal year.

Fiscal year-end denotes the period of time preceding and including March 31st.

### **Agency responsibilities:**

- Travelers should use their travel cards whenever possible to minimize out-of-pocket expenses.
- Request travel cards for any travelers who do not currently have a travel card.
- Ensure the proper coding and budget is used for the trip.
- Travel beginning on or after April 1 should be processed with the Budget Reference of the new year when using general funds.
- Ensure adequate funds are available in agency clearing accounts to pay March bills before the OSC deadline.
- Track the impact of processing of expense reports on agency cash spending. If processing needs to be suspended, agencies need to send a notice by email to [BSCFinance@ogs.ny.gov](mailto:BSCFinance@ogs.ny.gov). Include “STOP processing for Year-End” in the subject line.
- Agencies that use SFS for approving travel authorizations should have travelers enter travel authorizations in accordance with the Deputy Director of State Operations for travel during the SFS blackout period. Agencies should have a backup plan for authorizing unscheduled or emergency travel during the blackout period.

### **BSC responsibilities:**

- Alert customer agencies of the last day they can submit approved expense reports via SFS for approval by BSC travel auditors prior to fiscal year-end. After the last day, BSC travel auditors will process any reports submitted on a first come, first served basis.
- The BSC will make every effort to pay the Citibank travel card bills by the OSC deadline for current fiscal year funds.

## Training Resources

- Travel trainings are delivered via WebEx.
- Register for classes in SLMS at <https://nyslearn.ny.gov/> by searching for the course code. The BSC will send instructions on how to join the WebEx, to all registered participants, the day prior to the training.
- Customer Agencies interested in onsite travel training should contact the BSC Travel Service Line at [BSCFinance@ogs.ny.gov](mailto:BSCFinance@ogs.ny.gov).

### **Travel Live SFS (2 hour WebEx)**

This WebEx is targeted for new users and users who require additional assistance with the SFS Travel & Expense Module, and will demonstrate various functions for creating expense reports in the SFS live environment. This class will provide an understanding of BSC best practices and standardized processes including: completing the general information area correctly; attaching receipts and travel documentation; allocating travel card transactions to an expense report; correctly specifying expense types for travel card transactions; when to use “Return to State” appropriately; itemizing and splitting receipts; and how to detail multiple legs of a single trip.

### **Travel 101 - Rules and Regulations (2 hour WebEx)**

This WebEx will cover travel rules, regulations, and guidelines including: responsibilities; official travel status; prior approvals; required documentation; per diem reimbursement rates; when and how the rental car calculator should be used; required receipts; and appropriate uses of the travel card.

### **Travel Training for SFS Supervisors (1.5 hour WebEx)**

This WebEx will help supervisors understand their responsibility for approving expense reports in SFS. Supervisors will learn what to look for when reviewing expense reports, and when it is appropriate to approve/deny/reject an expense report.



## Definition of Terms

**AC 132-S:** Employee Report of Travel Expenses and Claim for Payment. This form is used when a proxy is submitting an expense report on behalf of a traveler.

**AC 160-S:** Statement of Automobile Travel. This form is used to record personal vehicle mileage when traveling on official state business.

**Approve:** This action sends the expense report to the next approver in the workflow.

**ASA:** Agency Security Administrator.

**Budget Check:** SFS feature that determines if budgeted funds are available. If funds are available, budget check places a hold on those funds reserving them against other uses. The hold is released upon posting or rejection. When a traveler submits an expense report, it must pass budget check before they can be approved by a supervisor. This feature runs every 2 hours.

**Business Purpose:** Overall classification of expense documents. The business purpose is the business reason for travel (e.g. routine travel and conference).

**Division of Budget Approval (B-1184):** The B-1184 establishes guidelines for the implementation of agency Contracts, Local Assistance, Capital, and Non-Personal Service spending controls.

**Default Location:** The default location is listed as the street and zip where the traveler traveled to (area of assignment).

**Deny:** This action sends the expense report back to the traveler or proxy for modification or additional justification. The report is then able to be resubmitted if needed.

**Description Field:** A general statement of travel purpose. The description field is limited to 30 characters.

**EDA:** Employee Data Administrator

**Effective Date:** The date on which a record becomes active. A method of dating information in SFS. Information can be predated to add historical data to SFS. Information can be postdated to enter it before it actually goes into effect.

**Expense Report:** A travel document submitted once travel is complete. It is used to capture the actual travel costs, reconcile travel card charges, and request reimbursement of expenses.

**Expense Type:** A classification of valid business expenses (e.g. parking and airfare).

**My Wallet:** A tool in SFS that stores travel card transactions and allows the user to reconcile these transactions by applying them to expense reports.

**Normal Work Hours:** The normal work hours are recorded as the start and end time of a typical work day.

**Notes/Comments Field:** This field is not limited and should be used to detail any specific information related to the trip for the supervisor and BSC. Examples of information contained in the comments field include, city & state of legal residence, explanation of extended hours, explanation of larger vehicle rental, etc.

**Official Station:** The official station is where the traveler reports to work on a regular basis. The official station is assigned by the traveler's agency and should be in the best interest of the State.

## Definition of Terms

**Proxy (Agency Travel Proxy):** A proxy is an individual who has been given access to enter travel expense information for another employee. A proxy has the same access in SFS as the traveler they are creating the expense report on behalf of.

**Reject:** This action sends the expense report back to the traveler or proxy and prevents the ability of reusing or modifying the report.

**ST-129:** New York State and Local Sales and Use Tax Exemption Certificate. Travelers must present this form to a lodging establishment to be exempt from New York State Sales Tax.

**Start and End Times:** The time travel began on the first date of the travel event and the time travel ended on the last day of the travel event.

**Supervisor:** Supervisor assigned to the traveler in the State Financial System (SFS). The supervisor will be approving expense reports submitted by the traveler or proxy.

**Travel Authorization (TA):** Travel document submitted prior to travel in the State Financial System (SFS). It is used to authorize trips for State business and to track estimated travel costs.

**Travel Card:** Sometimes referred to as T-Card; Citibank credit card applied for by the traveler to be obtained for use of State business travel.

**Travel Dates:** The travel dates should be listed at the starting date of the business trip and the ending date.

**Traveler:** A traveler is an employee within an Agency who is authorized to travel on behalf of the State of New York.

**Trip Calculator:** This is a tool used to determine reimbursement when the traveler travels more than 100 miles in a given day.