



# Information Announcement

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## Updated Process for Non-Employee Travel

**February 4, 2015**

The Business Services Center (BSC) recently updated the process for handling Non-Employee Travel (NET) transactions in response to questions and feedback from our customer agencies. In addition to the information provided in this announcement, we have also updated the appropriate section of the Accounts Payable policies document with this information and this document can be found on the BSC website under Accounts Payable, Forms & Publications, at <http://bsc.ogs.ny.gov/content/accounts-payable>.

### **NET Expenses**

Non-employees who provide services to and/or travel on behalf of New York State agencies may be entitled to the reimbursement of expenses as allowed by the terms and conditions of agreements entered into by State agencies. This includes individuals that work directly with an agency and those who work under a contract or purchase order agreement.

### **Process for Non-Employee working directly with an agency (not under a contract or purchase order)**

When an individual is working directly with an agency, the payment of services and travel expenses are made directly to that individual. This includes, but is not limited to: Workers' Compensation and GOER Arbitrators; Department of State Licensing Examiners or Regional Board of Review Invoices; Honorariums; Exam Proctor fees; Panelists; and Non-State employee Board Members.

When requesting reimbursement, the non-employee should complete and submit directly to the user agency the appropriate forms for the reimbursement they are seeking. Forms can be found on the Office of the State Comptroller's (OSC) website at <http://www.osc.state.ny.us/agencies/forms/>. Receipts required for travel expenditures should be submitted with reimbursement requests. Detailed information about required documentation and instructions for completing travel reimbursement claims can be found in OSC's Travel Manual at <http://www.osc.state.ny.us/agencies/travel/manual.pdf>.

Once a reimbursement request has been approved by the agency, the agency completes a BSC Invoice Submission Form for Agencies, and submits the payment request forms along with the BSC Invoice Submission Form (in this order) to the BSC Accounts Payable Unit via e-mail to [AccountsPayable@ogs.ny.gov](mailto:AccountsPayable@ogs.ny.gov). The BSC Invoice Submission Form for Agencies can be found on the BSC Website located at <http://bsc.ogs.ny.gov/content/all-forms-and-publications>.

### **Process for Non-Employee working with an agency under a contract or a purchase order**

If an individual is working under a contractual agreement, the NET process only applies to reimbursement for travel expenses. Payment is made directly to the vendor for which the individual is performing the work. The vendor's request for payment must include supporting documentation that details the travel expenses for each individual requesting reimbursement. This includes travel associated with New York State agency-specific contracts where the specific terms and conditions for reimbursement and allowable expenses are detailed in the contract. If a contract allows for anything other than the policies and guidelines found in OSC's Travel Manual, such variation must be confirmed by the agency as part of its approval to pay for each invoice.

When requesting reimbursement of travel expenses, the non-employee should complete and submit the Claim for Travel Reimbursement by a Non-Employee form ([AC-3257-S](#)) and the vendor should submit along with their invoice all supporting travel expense documents directly to the BSC via e-mail to [AccountsPayable@ogs.ny.gov](mailto:AccountsPayable@ogs.ny.gov), or by mail to:

Name of Agency (indicated on the PO)  
c/o NYS OGS Business Services Center  
PO Box 2117  
Albany, NY 12220-0117

Please note that the BSC Accounts Payable Unit will review invoices to ensure they are in compliance with the contract. Once the review is complete, the request is forwarded to the BSC Non-Employee Travel Unit for review of the travel portion of the request. Invoices in an agency's FileNet Agency Review Queue have been audited by the BSC for compliance with travel guidelines and do not require any additional auditing by agencies.

If you have any questions or concerns regarding these procedures, please contact the BSC Non-Employee Travel team at [BSCNonEmployeeTravel@ogs.ny.gov](mailto:BSCNonEmployeeTravel@ogs.ny.gov), or call (518) 457-4272, Option 1 for Finance.