



INFORMATION ANNOUNCEMENT

Andrew M. Cuomo
Governor

RoAnn M. Destito
Commissioner

Year-End Procedures for Taxable Employee Travel Reimbursements

The Office of the State Comptroller (OSC) has issued [Payroll Bulletin #1282](#) to provide agencies with the 2013 calendar year-end procedures for taxable employee travel reimbursements. As of December 6, 2013, OSC suspended payment processing of expense reports containing taxable travel. This annual suspension of processing ensures that W-2 forms for all NYS employees accurately reflect taxable travel reimbursed during the calendar year.

Taxable travel reimbursements include:

- Excess personal car mileage reimbursements
- Excess per diem payments
- Non-overnight meal allowances (“day trip” meals)
- Employee payments taxable under the IRS One-Year Rule

The BSC is holding all expense reports containing taxable travel and will resume processing them for payment beginning **January 2, 2014**. All other expense reports that do not contain taxable travel will not be affected and travelers will continue to receive their reimbursements.

If you have any questions regarding this announcement, please contact the BSC Travel Unit at (518) 457-4272 or OGSTravel.Unit@ogs.ny.gov.

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

Email: bsc@ogs.ny.gov

Tel: (518) 457-4272

Website: <https://bsc.ogs.ny.gov>