

**State of New York  
Unified Court System  
Financial Planning & Control Manual  
VOLUME 3**

<b>Date:</b>  4/24/24	<b>Subject: DFM Bulletins</b>	<b>Part/Chapter</b>  XI/1.000
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<b>Number</b>	<b>Subject</b>	<b>Issued</b>	<b>See Also:</b>	<b>Status</b>
0801	New Bulletin Format	1/2/08		Active
0802	Part-Time City, Town or Village Judge Assigned Temporarily to a Town or Village Court	1/7/08	AO 599	Active
0803	Agency Bank Accounts - Reconciliation and Reporting	3/20/08		Inactive
0804	Revenue Manual Update - Chapter 56, Laws of 2008	4/28/08	DFM1007	Revised
0805	Fiscal 2008-09 Fringe Benefit Assessment Rates	5/16/08	DFM0905	Revised
0806	Judicial Travel Reimbursement - Attendance at Judicial Association Meetings	5/21/08	DFM1002	Revised
0807	Payments to Department of Correctional Services - Division of Industries	5/21/08		Inactive
0808	Business-Related Personal Car Mileage	6/27/08	DFM0901	Revised
0809	Travel Reimbursement Rates	9/22/08	DFM0907	Revised
0810	UCS Education & Training and UCS Special Committee Resources	11/21/08		Inactive
0811	State-Funded Transcript and Per Diem Court Reporter Expenses	12/10/08	DFM1903	Revised
0901	Business-Related Personal Car Mileage	1/2/09	DFM0908	Revised
0902	Verifying Vendor Licenses, Certificates, Registrations, Insurance and Qualifications	3/9/09		Active

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0903	Municipal Payee Identification Codes	4/24/09		Inactive
0904	Revenue Manual Update - Electronic Record Searches - Revenue Cost Center	4/27/09	DFM0804	Active
0905	Fiscal 2009-10 Fringe Benefit Assessment Rules	4/28/09	DFM1005	Revised
0906	Revenue Manual Update Chapter 59 - Laws of 2009	8/20/09		Active
0907	Travel Reimbursement Rates	9/14/09	DFM1101	Revised
0908	Business-Related Personal Car Mileage	12/8/09	DFM1101	Revised
0909	Information Subpoenas at Nominal Cost	12/23/09		Active
1001	Compensation Rate Guidelines for Court-Appointed Non-lawyer Professionals	1/14/10	DFM1801	Revised
1002	Judicial Travel Reimbursement - Attendance at Judicial Association Meetings	1/22/10	DFM1206	Revised
1003	Assigned Counsel - Chapter 538, Law of 2006	3/19/10		Inactive
1004	New Expenditure Object 53662 Security Supplies	5/6/10		Inactive
1005	Fiscal 2010-11 Fringe Benefit Assessment Rates	6/22/10	DFM1105	Revised
1006	New York State Bar Exam Fee - Foreign Educated Applicants	7/1/10		Active

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1007	Criminal History Search Fee Increase	7/1/10		Active
1008	Attorney Registration Fee Increase	7/8/10		Active
1009	Revenue Manual Update - Civil Fee Legislation	7/29/10		Active
1010	County Clerks Sole Custody Accounts	9/16/10		Active
1101	Business-Related Personal Car Mileage	2/16/11	DFM1108	Revised
1102	Returned Juror Payments - New JMS Update Requirement	2/17/11		Inactive
1103	SFS Revenue Reporting Workflow for City and District and Surrogate's Courts	3/17/11		Active
1104	SFS New Revenue Reporting Procedures for Court of Appeals, Appellate Division, Court of Claims, OCA	3/30/11		Inactive
1105	Fiscal 2011-12 Fringe Benefit Assessment Rates	5/10/11	DFM1203	Revised
1106	Business-Related Travel Reimbursement	6/1/11	DFM1109	Revised
1107	Reimbursement of E-filing Credit Card Fees - County Clerks Outside NYC	6/23/11		Inactive
1108	Travel Reimbursement - Business-Related Personal Car Mileage	6/30/11	DFM1301	Revised
1109	Business-Related Travel Reimbursement	10/24/11	DFM1207	Revised

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1201	SFS Vendor Approval Notification	3/22/12		Active
1202	Per-Diem Court Interpreter Payments	3/30/12		Active
1203	Fiscal 2012-13 Fringe Benefit Assessment Rates	6/21/12	DFM1406	Inactive
1204	Electronic Records Certification of Travel & Expense Documentation in SFS	7/2/12		Active
1205	Revenue Procedures & Revenue Records Retention Policy	8/24/12		Active
1206	Judicial Travel Reimbursement - Attendance at Judicial Association Meetings	10/1/12		Active
1207	Business-Related Travel Reimbursement	12/5/12	DFM1306	Revised
1208	Tracking and Reporting Hurricane Sandy Related Costs in SFS	12/10/12		Active
1301	Travel Reimbursement - Business Related Personal Car Mileage	1/2/13	DFM1401	Revised
1302	SFS Expenditure Account Codes - Update	1/18/13		Active
1303	Reporting of Travel & Lodging Expenses Employees with Two or More Work Locations	3/6/13		Active
1304	Court Reporter Claims for Payment - Monthly Submission	6/18/13	DFM1606	Revised
1305	VTL Additional Surcharge for Parking Violations	7/17/13		Active

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1306	Business-Related Travel Reimbursement	9/12/13	DFM1307	Revised
1307	Business-Related Travel Reimbursement	11/13/13	DFM1411	Revised
1401	Travel Reimbursement - Business-Related Personal Car Mileage	1/6/14	DFM1501	Revised
1402	Electronic Records Certification of Accounts Payable (AP) Documentation in the Statewide Financial System (SFS)	1/6/14	DFM1504	Revised
1403	Prompt Payment - Clarification	2/18/14		Active
1404	Statewide Financial System (SFS) Blackout Period and Fiscal Year End (FYE) Procedures and Information	3/3/14		Active
1405	Statewide Financial System (SFS) Security Administration Guidelines - Departmental Responsibilities	5/8/14	DFM1707	Revised
1406	Fiscal 2014-15 Fringe Benefit Assessment Rates	5/27/14	DFM1506	Revised
1407	Statewide Financial System (SFS) Processing and Monitoring Procedures	6/16/14		Active
1408	Statewide Financial System (SFS) Field Updates - Obligation, Accounting and Budget Date	6/16/14		Active
1409	Statewide Financial System (SFS) Single Payment Vendor IDs	6/19/14		Inactive
1410	Reimbursement of Business Meals	9/1/14	DFM1602	Revised

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1411	Business-Related Travel Reimbursement	10/15/14	DFM1508	Revised
1501	Travel Reimbursement - Business-Related Personal Car Mileage	1/1/15	DFM1601	Revised
1502	Per Diem Court Reporter Appearance Fees	1/1/15	DFM1903	Revised
1503	SFS Blackout Period and Fiscal Year End Procedures and Information	2/24/15		Active
1504	Electronic Attachments in Accounts Payable and Travel & Expense within the Statewide Financial System; and Redaction of Private and Confidential Information from Attachments	3/19/15		Active
1505	Compensation Rules and Rates - Small Claims Assessment Review (SCAR) Hearing Officers	4/13/15		Active
1506	Fiscal 2015-16 Fringe Benefit Assessment Rates	4/14/15	DFM1605	Revised
1507	Credit Card Processing Security Settings - E-Filing	4/24/15		Inactive
1508	Business-Related Travel Reimbursement	9/3/15	DFM1603 Meals DFM1607	Revised
1509	Travel Update: Expense Report Submission 30-Day Rule	9/17/15		Active
1510	Use of Single Payment Supplier IDs - Clarification	12/18/15		Active
1601	Travel Reimbursement - Business-Related Personal Car Mileage	1/4/16	DFM1701	Revised

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1602	Reimbursement of Business Meals	1/7/16	DFM2302	Revised
1603	Per Diem Travel Expenses - Meal Reimbursement Rates	2/5/16	DFM1708	Revised
1604	Statewide Financial System (SFS) Blackout Period and Fiscal Year End (FYE) Procedures and Information	2/11/16		Active
1605	Fiscal 2016-17 Fringe Benefit Assessment Rates	4/28/16	DFM1706	Revised
1606	Court Reporter Claims for Payment - Single Claim Threshold Increase	6/15/16		Active
1607	Business-Related Travel Reimbursement - Lodging Updates	8/29/16	DFM1708	Revised
1608	Changes to Amtrak Government Fare Rules	9/6/16		Inactive
1701	Travel Reimbursement - Business-Related Personal Car Mileage	1/4/17	DFM1802	Revised
1702	Statewide Financial System (SFS) Blackout Period and Fiscal Year End (FYE) Procedures and Information	2/17/17		Active
1703	Per Diem Rates - Interpreter Services	3/16/17	DFM2305	Revised
1704	Employee Recognition/Longevity Award Program Expenses	4/1/17		Active
1705	Juror Meal Rates and Provisions	5/1/17	DFM2303	Revised
1706	Fiscal 2017-18 Fringe Benefit Assessment Rates	5/24/17	DFM1806	Revised

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1707	Statewide Financial System (SFS) Security Administration Guidelines - Departmental	7/25/17		Active
1708	Business-Related Travel Reimbursement Lodging and Meal Updates	9/1/17	DFM1810	Revised
1709	Judicial Hearing Officers - Revised Per Diem Rate	12/28/17	DFM1809	Revised
1801	Compensation Rate Guidelines for Court-Appointed Non-lawyer Professionals	1/1/18	DFM2406	Revised
1802	Travel Reimbursement - Business Related Personal Car Mileage	1/2/18	DFM1901	Revised
1803	Reimbursement Procedures - Personnel Costs Related to the Use of Courts for Non-Court Business (Movie/TV Studio, Educational Mock Trials, etc.)	1/24/18		Active
1804	Statewide Financial System (SFS) Blackout Period and Fiscal Year End (FYE) Procedures and Information	3/2/18		Active
1805	Mandatory Direct Deposit of Paychecks	5/18/18		Active
1806	Fiscal 2018-19 Fringe Benefit Assessment Rates	5/31/18	DFM2005	Revised
1807	Manual Update - State-Owned Vehicles	6/20/18		Active
1808	Fee Increase for Psychiatric Evaluations of Unified Court System Employees	6/20/18		Active
1809	Judicial Hearing Officers/Appellate Division Appointed Special Referees and Hearing Officers - Per Diem Rate	6/22/18		Active



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1810	Business-Related Travel Reimbursement Lodging and Meal Updates	10/1/18	DFM1905	Revised
1811	Per Diem Court Interpreter Payments for Canceled Assignments	11/26/18	DFM2305	Revised
1812	Travel Reimbursement - Mileage Calculation for Personally-Owned Vehicles	12/27/18		Active
1901	Travel Reimbursement - Business-Related Personal Car Mileage	1/2/19	DFM2001	Revised
1902	Statewide Financial (SFS) Blackout Period and Fiscal Year End (FYE) Procedures and Information	3/8/19		Active
1903	State-Funded Transcript and Per Diem Court Reporter Expenses	5/1/19	DFM2306	Revised
1904	Raise the Age Costs	5/9/19		Inactive
1905	Business-Related Travel Reimbursement Lodging and Meal Updates	10/1/19	DFM2006	Revised
2001	Travel Reimbursement - Business-Related Personal Car Mileage	1/2/20	DFM2101	Revised
2002	Statewide Financial System (SFS) Blackout Period and Fiscal Year End (FYE) Procedures and Information	3/6/20		Active
2003	Statewide Financial System (SFS) Expenditures Related to Coronavirus Diseases 2019	3/13/20	DFM2004	Revised
2004	Statewide Financial System (SFS) Expenditures Related to Coronavirus Disease 2019 (COVID-19)	4/16/20		Inactive

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2005	Fiscal 2020-21 Fringe Benefit Assessment Rates	5/11/20	DFM2102	Revised
2006	Business-Related Travel Reimbursement Lodging and Meal Updates	9/28/20	DFM2103	Revised
2101	Travel Reimbursement - Business-Related Personal Car Mileage	1/11/21	DFM2201	Revised
2102	Fiscal Year 2022 Fringe Benefit Assessment Rates	5/11/21	DFM2202	Revised
2103	Business-Related Travel Reimbursement Lodging and Meal Updates	9/28/21	DFM2204	Revised
2201	Travel Reimbursement - Business-Related Personal Car Mileage	1/4/22	DFM2203	Revised
2202	Fiscal Year 2023 Fringe Benefit Assessment Rates	5/24/22	DFM2307	Revised
2203	Travel Reimbursement - Business-Related Personal Car Mileage	6/21/22	DFM2301	Revised
2204	Business-Related Travel Reimbursement Lodging and Meal Updates	9/26/22	DFM2308	Revised
2301	Travel Reimbursement - Business-Related Personal Car Mileage	1/9/23	DFM2401	Revised
2302	Reimbursement of Business Meals	1/9/23		Active
2303	Juror Meal Rates and Provisions	1/19/23		Active
2304	Statewide Financial System (SFS) Blackout Period and Fiscal Year End (FYE) Procedures and Information	2/17/23		Active
2305	Per Diem Court Interpreter Rates and Payments for Canceled Assignments	5/8/23	DFM2403	Revised

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2306	State-Funded Transcript and Per Diem Court Reporter Expenses	5/8/23		Active
2307	Fiscal Year 2024 Fringe Benefit Assessment Rates	5/8/23		Active
2308	Business-Related Travel Reimbursement – Lodging and Meal Updates	8/25/23		Active
2309	Financial Planning and Control Manual Update	10/20/23		Active
2401	Travel Reimbursement – Business-Related Personal Car Mileage	1/8/24		Active
2402	Statewide Financial System (SFS) Blackout Period and Fiscal Year End (FYE) Procedures and Information	2/23/24		Active
2403	Per Diem Court Interpreter Rates and Payments for Canceled Assignments	3/18/24		Active
2404	Financial Planning and Control Manual Update	4/1/24		Active
2405	Financial Planning and Control Manual Update	4/10/24		Active
2406	Compensation Rate Guidelines for Court-Appointed Non-lawyer Professionals	4/24/24		Active