



NEW YORK STATE  
**Unified Court System**

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## Division of Financial Management

**DFM Bulletin**

**Number 1204**

**July 2, 2012**

TO: Holders of the Financial Planning and Control Manual

SUBJECT: Electronic Records Certification of Travel and Expense Documentation  
in the Statewide Financial System (SFS)

The Office of Records Management has approved electronic record keeping for all travel and expense vouchers and supporting documentation in the SFS.

Supporting documents, where required, must be uploaded to the SFS Travel and Expense module for travel and/or expense reimbursement. Required documents may include, but are not limited to: lodging receipts, conference receipts, cash register receipts, toll and parking receipts, etc.

Documents are stored and secure, per UCS Electronic Records Guidelines, in the SFS System. Courts and agencies do not need to retain these documents or submit a form to destroy them. The Office of Records Management does recommend, however, that courts and agencies wait ten (10) business days after payment has been issued before destroying the documents.

Please ensure distribution of this bulletin to all personnel within your respective jurisdictions who may be responsible for the processing of, or the monitoring of internal controls relating to, business-related travel reimbursements. Thank you for your cooperation.

NYS UNIFIED COURT SYSTEM  
FOR ADMINISTRATIVE  
PURPOSES ONLY

  
Maureen H. McAlary