



NEW YORK STATE
Unified Court System

RONALD P. YOUNKINS, ESQ.
EXECUTIVE DIRECTOR

BARRY CLARKE, ESQ.
CHIEF OF OPERATIONS

OFFICE OF COURT ADMINISTRATION

MAUREEN H. McALARY
DIRECTOR, DIVISION OF FINANCIAL MANAGEMENT

Division of Financial Management

DFM Bulletin

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TO: Holders of the Financial Planning and Control Manual

SUBJECT: Travel Update: Expense Report Submission 30-Day Rule

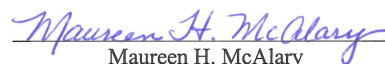
The Office of the State Comptroller (OSC) has announced a 30-day rule for the submission of travel expense reports.

OSC advises that expense reports (formerly called vouchers) must be submitted within 30 days of the end of a travel event in order to reconcile the travel card bill and to reimburse the traveler for any out-of-pocket expenses. It is the traveler's responsibility to have expense reports completed and submitted accurately, and to promptly account for charges made to the travel card within 30 days of the end of a travel event. The impending upgrade to the Statewide Financial System (SFS) facilitates enforcement by OSC of this 30-day rule which was promulgated initially in April of 2015.

Please advise your travelers and expense report preparers to be diligent and timely in submitting expense reports. If an expense report is not submitted within 30 days, it is subject to rejection by OSC. Please contact the Division of Financial Management Fiscal Unit if you have questions.

Please ensure distribution of this bulletin to all personnel within your respective jurisdictions who travel, or who may be responsible for the processing of, or the monitoring of internal controls relating to travel and expense.

NYS UNIFIED COURT SYSTEM
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Maureen H. McAlary