



NEW YORK STATE
Unified Court System

OFFICE OF COURT ADMINISTRATION

RONALD P. YOUNKINS, ESQ.
EXECUTIVE DIRECTOR

BARRY R. CLARKE, ESQ.
CHIEF OF OPERATIONS

MAUREEN H. MCALARY
DIRECTOR, DIVISION OF FINANCIAL MANAGEMENT

Division of Financial Management

DFM Bulletin

Number 1803

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TO: Holders of the Financial Planning and Control Manual

SUBJECT: Reimbursement Procedures - Personnel Costs Related to the Use of Courts for Non-Court Business (Movie/TV Studio, Educational Mock Trials, etc.)

This bulletin establishes procedures for reimbursement of personnel expenses related to the use of courtrooms and/or court buildings for reasons other than the transaction of normal court business. Effective February 1, 2018, the following procedures should be followed by districts/court offices.

Court managers or district office designees will complete a Personal Service Reimbursement Request form ([UCS-PSRR](#)). It is important that you enter time in an HH:MM format and choose the AM/PM selection for the form to properly calculate. Please submit completed forms to DFM at the address below:

NYS Unified Court System
Division of Financial Management
4 ESP, Suite 2001
Empire State Plaza
Attention: ROA
Albany, NY 12223

DFM will invoice the designated company and process the Refund of Appropriation to the appropriate court.

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 reimbursements. Thank you for your cooperation.

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PURPOSES ONLY


Maureen H. McAlary