



New York State
Unified Court System

Office of Court Administration • Division of Financial Management

Justin A. Barry, Esq.
Executive Director

Maureen H. McAlary
Director, Division of Financial Management

Division of Financial Management

DFM Bulletin	Number 2404	April 1, 2024
---------------------	--------------------	----------------------

TO: Holders of the Financial Planning and Control Manual

SUBJECT: Financial Planning and Control Manual Update

This bulletin promulgates amended Chapters 1.020 and 1.030 of Part VI of the Financial Planning and Control Manual, effective April 1, 2024.

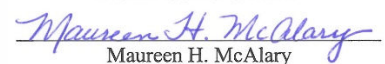
- This material reflects an update to the Official Station whereas an employee performing duties 35 miles or more from both their official station and their home are considered in travel status and are eligible for reimbursement of transportation expenses.
- The OGS Trip Calculator will be the prescribed method to determine if a personal vehicle or rental car is the most economical method of transportation when the round-trip mileage exceeds 250 miles.

These updates are available on the Division of Financial Management page of the UCS website:

<http://www.nycourts.gov/admin/financialops/FPCM.shtml>

Please ensure distribution of this bulletin to all personnel within your respective jurisdictions who may be responsible for the integrity of all court financial procedures, the implementation of, or the monitoring of, internal controls relating to all revenue transactions. Thank you for your cooperation.

NYS UNIFIED COURT SYSTEM
FOR ADMINISTRATIVE
PURPOSES ONLY


Maureen H. McAlary