



STATE OF NEW YORK
UNIFIED COURT SYSTEM
OFFICE OF MANAGEMENT SUPPORT
AGENCY BLDG. 4 - 19TH FLOOR
4 ESP, SUITE 2001
EMPIRE STATE PLAZA
ALBANY, NEW YORK 12223-1450
(518) 474-4971

JONATHAN LIPPMAN
Chief Administrative Judge

BARRY A. COZIER
Deputy Chief Administrative Judge

WILLIAM CLAPHAM
Director of Financial Management
and Audit Services

TO: All Holders of the Financial Planning and Control Manual

NEW ACCOUNTING PROCEDURES

BULLETIN NUMBER: 258	December 26, 1997
SUBJECT: Revised Year-End Travel Reimbursement Procedures - Calendar 1997	

**This amends certain provisions of New Accounting Procedures Bulletin number 256, dated November 21, 1997.*

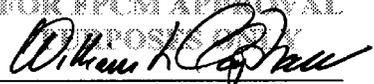
Attached is a copy of OSC Accounting Bulletin A428 / P970, dated December 24, 1997. As noted therein, taxable travel reimbursements paid between December 1, 1997 and December 12, 1997 were not transmitted for payroll purposes. As a result, any such payments were not reflected in the payroll checks dated December 24, 1997, nor were the appropriate amounts withheld for tax purposes.

As a result of this error, all taxable travel reimbursements paid during the period of December 1, 1997 through December 31, 1997 will be appear as income on calendar 1997 W-2's, but applicable State and Federal taxes will not be withheld.

The VOU943, Listing of Taxable Employee Travel Payments by Agency, previously expected on December 15, 1997 will be generated on or about December 31, 1997. Due to payroll processing deadlines,

UCS district/administrative offices responsible for travel reimbursement processing are still required to report any necessary corrections to the OSC Payroll Deduction Section no later than January 5, 1998.

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

NYS UNIFIED COURT SYSTEM
FOR EPCM APPROVAL

William L. Clapham



Office of the State Comptroller

ACCOUNTING BULLETIN

Subject	Bulletin No.	Date
Revised Year-End Processing of Taxable Travel Reimbursements	A428/P970	12/24/97
PAYMENTS MADE ON DECEMBER 1-12	Due to an error in processing, taxable travel reimbursements paid by the Central Accounting System (CAS) on December 1-12, 1997, were not transmitted to the Payroll System. As a result, and contrary to Bulletin A427/P964 dated 11/19/97, these payments were neither included on check stubs nor subject to withholding on Administration payroll checks dated 12/24 and Institution payroll checks dated 12/31.	
REVISED PROCESS	<p>Taxable travel reimbursements made by the CAS on December 1-12 will now be processed in the same manner as payments made on December 13-31. Specifically, taxable travel reimbursements paid from December 1 through December 31 will be included as income on the employee's 1997 W-2, but Federal and State income taxes will not be withheld. A Social Security/Medicare tax deficiency will be deducted from the employee's paycheck in February, 1998 (unless the employee has already paid the maximum 1997 social security amount). Wage and tax reporting for 1998 will not be affected.</p> <p>A separate VOU943, Listing of Taxable Employee Travel Payments by Agency, will not be issued for payments made to the CAS on December 1-12. Instead, agencies will receive a monthly VOU943 listing all such payments made by the CAS during December, 1997.</p>	
<p>Please direct payroll questions on this bulletin to Eileen Cooper at (518) 473-1989. Direct other questions to the Accounting Information Center at (518) 473-1170. We apologize for any inconvenience this may have caused you.</p>		