



CUSTOMER ACTION REQUIRED:	YES	<input checked="" type="checkbox"/>
	No	<input type="checkbox"/>
CONTAINS SECURE INFORMATION:	YES	<input type="checkbox"/>
	No	<input checked="" type="checkbox"/>

CUSTOMER BULLETIN — CUSTOMER SERVICE AND MARKETING

NUMBER: 12-CSM-02
TITLE: SFS TRAVEL AND EXPENSE FOR OFT TRAVELERS AND THEIR SUPERVISORS
DATE ISSUED: May 9, 2012

Overview

This bulletin is to notify travelers and their supervisors of the change in recording travel expenses while doing business as a representative of OFT. The manual paper process for travel approval will remain in place but travel reimbursement must now be completed in the Statewide Financial System (SFS) environment. Access to this system has been given to all current travelers and their supervisors.

Services Impacted

OFT's travel approval and expense reporting process.

Audience

OFT Travelers and their Supervisors.

Assistance

For further guidance or resolution to questions or concerns please send an e-mail to Customer.Relations@cio.ny.gov.

Customer Action Required: Yes

Travel expense reporting will now be completed in SFS.

Details

This bulletin is to notify travelers and their supervisors of the change in recording travel expenses. The manual paper process for travel approval will remain in place but travel reimbursement must now be completed in the Statewide Financial System (SFS) environment. Access to this system has been given to all current travelers and their supervisors.

Thousands of people working and traveling on behalf of New York state government make purchases while performing the state's business. The Statewide Financial System's Travel and Expense capabilities allow:

- Paperless submission, tracking and processing of expenses
- Consistent controls over expense submission, approval and reimbursement
- Access to real-time data

These capabilities combine to ensure swift and accurate expense processing, timely reimbursements, better day-to-day management of expenses, and accurate budget planning.

Direct Deposit: For years employees have asked why they cannot have their travel reimbursements directly deposited into their bank account. At long last, SFS will enable direct deposit. Using the new unique alternate employee ID number (NYS EMPLID), each traveler's SFS account will communicate with the state payroll system and use that direct deposit information when issuing a travel/expense reimbursement. For more information about direct deposits see:

http://www.sfs.ny.gov/stakeholders/CommToolkit_workshops/OGSMoneyMattersV1N2.pdf

For SFS Travel Navigation, Quick Guides, Job Aids, and Training Courses, please see the SFS tab on inSIDE: <http://inside.oft.state.nyenet/SFSinformational.htm>.

For further guidance or resolution to questions or concerns please send an e-mail to Customer.Relations@cio.ny.gov.

OFT TRAVEL POLICY

All OFT travel expenses incurred by OFT staff and contractors shall adhere to all guidelines and regulations set forth by the Office of the State Comptroller (OSC) and the Office of General Services (OGS). Consistent with the guidelines set forth, it is the policy of OFT that employees should travel only when essential to their agency's mission, and when no other means to participate in the activity is available. Further information on the OFT Travel Policy is located at:

<http://inside.oft.state.nyenet/assets/documents/PIBS/CIO-P10-007.pdf>

Travel, Training, Meeting Request (TTMR)

All travel requires OFT staff and contractors to complete a Travel, Training, and Meeting Request (TTMR) for pre-travel authorization which must be approved by the Deputy CIO. There is no change for OFT employees in requesting travel approval. Further information on TTMR procedures and instructions are located at: <http://inside.oft.state.nyenet/assets/documents/PIBS/CIO-P05-010.pdf>