



INFORMATION ANNOUNCEMENT

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Changes for Proxy-Entered Travel Expense Reports

On October 10, 2014, the Office of the State Comptroller (OSC) released the travel advisory "Requirements for Proxy for Expense Reports," available online at http://www.osc.state.ny.us/agencies/travel_advisories/travel_advisory1.htm.

As a result, effective immediately, the BSC will no longer approve SFS expense reports entered and submitted by a proxy that do not include a completed and signed Employee Report of Travel Expenses and Claim for Payment (AC132-S) form. The AC132-S can be found on the BSC's travel page under Travel and Expense Forms & Publications at <http://bsc.ogs.ny.gov/content/travel-expense>.

As an alternative to completing the AC132-S travelers can log into SFS to review and submit proxy-entered expense reports. Expense reports prepared by a proxy but submitted by the traveler do not require an AC132-S. You can find more information about submitting travel expenses via proxy in SFS on the OSC website at <http://www.osc.state.ny.us/agencies/guide/MyWebHelp/Content/XIII/2/2.htm>.

Please contact the BSC travel and expense unit with any questions or concerns regarding this announcement at OGSTravel.Unit@ogs.ny.gov or (518) 457-4272, Option 1. Thanks for your cooperation.

Release Date: October 21, 2014

For more information visit the BSC website or contact the BSC today!

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