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TO: Holders of the Financial Planning and Control Manual

SUBJECT: Manual Update - Judicial and Nonjudicial Travel Reimbursement

Attached is a completely updated Part VI of the UCS Financial Planning & Control Manual. This section establishes the administrative policies and procedures governing reimbursement for business-related travel undertaken on behalf of the Unified Court System by judges, justices and nonjudicial staff. Amendments to be noted include the following:

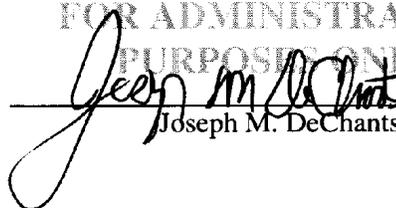
- **Chapter 1.010 Introduction / Pre-Approval of Travel** - Chapter 1.010 has been amended to reduce the paperwork associated with the administrative approval of business-related travel. Depending on workplace circumstances and the nature of the employee's duties, it is no longer mandatory that the pre-approval of travel be evidenced by the submission of the Travel Authorization (OBF TR-1) form. The supervisor's signature on the employee's travel voucher serves as certification that the travel was necessary, appropriate and authorized in advance. All out-of-state travel, as well as attendance at seminars conferences and other such meetings continues to require written authorization in advance.
- **Chapter 1.030 Method of Transportation** - Chapter 1.030 has been amended to provide that for purposes of calculating personal car mileage, employees may be reimbursed, at the prevailing mileage rate, for personal car mileage expenses incurred while traveling to and from a work site other than their official station.
- **Chapter 1.040 Travel Expenses** - Chapter 1.040 has been amended to reflect the elimination of Lodging and Transportation Requests (LR's and TR's) effective December 31, 1998. This chapter has also been amended to include procedures applicable to the new American Express Corporate Card program which is intended to provide UCS travelers with a suitable alternative

to LR's and TR's. Another Chapter 1.040 amendment includes a new more flexible method for determining eligibility for meal reimbursements based on employees' actual work hours.

- **Chapter 1.060 Travel Reimbursement** - Chapter 1.060 amendments reflect the introduction of a revised New York State Travel Voucher (AC 132-A). The new voucher has been extensively revised to facilitate the reconciliation of travel expenses charged to the American Express Corporate Card. UCS nonjudicial travelers should begin using this new form immediately. Copies of the form are available from district/administrative offices. The new voucher is also available via the OSC Website at <http://www.osc.state.ny.us>.
- **Chapter 1.070 Nonjudicial Travel Reimbursement Rates** - Chapter 1.070 reflects UCS travel reimbursement rate maximums which are generally effective January 1, 1999. Any rate decreases do not take effect until February 1, 1999.
- **Chapter 2.020 Travel Reimbursement Procedures** - Chapter 2.020 has been amended to reflect a new Voucher for Reimbursement of Judicial Expenses (JC 2007). As with the new AC 132-A, this new voucher is designed to simplify the reconciliation of travel expenses charged to the American Express Corporate Card. Copies of this new form are available from UCS district/administrative offices and should be used by judges and justices effective immediately.
- **Chapter 2.030 - Judicial Travel Reimbursement Rates** - This chapter reflects the new January 1, 1999 reimbursement maximums. Any rate decreases do not take effect until February 1, 1999.

Except as otherwise specified, all of the above provisions are effective immediately. Please ensure distribution of this bulletin to all personnel within your respective jurisdictions who be responsible for the processing of, or the monitoring of internal controls relating to, business-related travel reimbursements.

NYS UNIFIED COURT SYSTEM
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PURPOSES ONLY



Joseph M. DeChants