

Travel Tip #1



In order to assist the Optometry community be in compliance with NYS and Research Foundation travel requirements, the Business Affairs Office will periodically issue Travel Tips. These Travel Tips will help travelers understand their responsibilities and requirements, and also address any changes to the State, SUNY and Research Foundation policies and regulations. This first Travel Tip relates to recent changes to the Statewide Financial System (SFS) requirements.

Travel Tip #1(082317) – New Requirements for Travel Payments on NYS Travel Vouchers

The Travel and Expense module in the New York SFS (State Financial System) has been updated to make some fields mandatory. These fields were previously not required. The new required fields are: official station, start location, destination address of the travel event, and the start and end dates and times of the travel event. Each item is described below:

1. Official Station: For most everyone this is 33 West 42nd Street, New York, NY. This default has been loaded on to each State employee's file.
2. Start location: This is the street address and Zip code of the start location. If the start location was home, the word Residence would be used.
3. Destination Location: This is the street address and Zip code of the destination. This is new. Previously one could just enter the city.
4. Start date and time: This is the day and time you started the trip from your home or work. This is not a new field but is now required. Please indicate the time you have left home or work (not the departing flight time) Please be sure to indicate if the time is am or pm.
5. End date and time: This is the day and time you arrived back home or work.

The travel form on our web page has been updated for these new fields. It can be found here:

<http://www.sunyopt.edu/offices/business-affairs/travel>