

## Employee Non-Travel Expenses

<b>Type of Information</b>	<b>Source of Information</b>	<b>Intended Use of Information</b>
<p>Moving Expenses</p> <ul style="list-style-type: none"> <li>• AC 1099S Request/Agreement for Moving Expense Reimbursement</li> </ul>	<ul style="list-style-type: none"> <li>• Employee</li> <li>• SFS/agency financial system attachments</li> </ul>	<p>Verify the distance between the employee's old place of work to new place of work is at least 35 miles.</p> <p>Verify the distance between the employee's old residence to new place of work is at least 35 miles.</p>
<p>Moving Expenses</p> <ul style="list-style-type: none"> <li>• Bill of Lading</li> <li>• Freight Bill</li> <li>• Other documentation to support moving expenses</li> </ul>	<ul style="list-style-type: none"> <li>• Employee</li> <li>• SFS/agency financial system attachments</li> </ul>	<p>Verify the information on the AC 1099S correlates with the information on the bill of lading, freight bill, or other documentation to support moving expenses.</p>
<p>Dues &amp; Subscriptions</p> <ul style="list-style-type: none"> <li>• Justification of Professional Dues and Publication Reimbursement</li> </ul>	<ul style="list-style-type: none"> <li>• Employee</li> <li>• SFS/agency financial system attachments</li> </ul>	<p>Verify the justification contains the following:</p> <ul style="list-style-type: none"> <li>• A statement that sufficient financial resources are available.</li> <li>• A statement that the organization's work relates to and advances the professional interests of the agency.</li> <li>• The benefits to the agency.</li> </ul>

<b>Type of Information</b>	<b>Source of Information</b>	<b>Intended Use of Information</b>
<p>Memberships</p> <ul style="list-style-type: none"> <li>• Proof of membership or subscription</li> </ul>	<ul style="list-style-type: none"> <li>• Employee</li> <li>• Organization</li> </ul>	<p>Verify the employee is a member of the organization and the membership is in the employee's name.</p> <p>Verify the employee is subscribed to professional journals, newsletters, or other publications and that these materials are available to all agency employees.</p>
<p>Expenses negotiated by collective bargaining agreements</p> <ul style="list-style-type: none"> <li>• Bargaining Agreement</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">GOER website</a></li> </ul>	<p>Verify the employee is entitled to the reimbursable expense under the collective bargaining agreement.</p> <p>Verify the employee provided a receipt or other proof of payment for the expense.</p> <p>If the employee received an allowance, verify it is in accordance with the enabling agreement.</p>
<p>Damage Claims</p> <ul style="list-style-type: none"> <li>• State Finance Law Article II, Section 8 subdivisions 12 through 12-f</li> <li>• Claim</li> <li>• Bargaining Agreement (if applicable)</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Laws of New York</a></li> <li>• Voucher</li> <li>• Bargaining Agreement (if applicable)</li> </ul>	<p>Refer to the State Finance Law to determine eligibility for claim:</p> <ul style="list-style-type: none"> <li>• Authorized nature of claim</li> <li>• Authorized employing agency and employee position</li> <li>• Authorized dollar amount of claim</li> </ul> <p>Verify the claim received required approvals (e.g. agency head).</p> <p>Verify the claim is in accordance with the bargaining agreement, where applicable.</p>