

Employee Non-Travel Expenses

Type of Information	Source of Information	Intended Use of Information
<p>Moving Expenses</p> <ul style="list-style-type: none"> • AC 1099S Request/Agreement for Moving Expense Reimbursement 	<ul style="list-style-type: none"> • Employee • SFS/agency financial system attachments 	<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"> • Bill of Lading • Freight Bill • Other documentation to support moving expenses 	<ul style="list-style-type: none"> • Employee • SFS/agency financial system attachments 	<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 & Subscriptions</p> <ul style="list-style-type: none"> • Justification of Professional Dues and Publication Reimbursement 	<ul style="list-style-type: none"> • Employee • SFS/agency financial system attachments 	<p>Verify the justification contains the following:</p> <ul style="list-style-type: none"> • A statement that sufficient financial resources are available. • A statement that the organization’s work relates to and advances the professional interests of the agency. • The benefits to the agency.
<p>Memberships</p> <ul style="list-style-type: none"> • Proof of membership or subscription 	<ul style="list-style-type: none"> • Employee • Organization 	<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"> • Bargaining Agreement 	<ul style="list-style-type: none"> • GOER website 	<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"> • State Finance Law Article II, Section 8 subdivisions 12 through 12-f • Claim • Bargaining Agreement (if applicable) 	<ul style="list-style-type: none"> • Laws of New York • Voucher • Bargaining Agreement (if applicable) 	<p>Refer to the State Finance Law to determine eligibility for claim:</p> <ul style="list-style-type: none"> • Authorized nature of claim • Authorized employing agency and employee position • Authorized dollar amount of claim <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>