

State of New York		
<b>Governor's Office of Employee Relations</b>		
Andrew M. Cuomo, Governor		Gary Johnson, Director
DHR Memo	No. 2012-13	May 2, 2012

To: Directors of Human Resources

From: Gary Johnson 

Subject: State Corporate Travel Card Policy

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On April 9, 2010, GOER issued memo no. 2010-8, "State Corporate Travel Card Policy," to remind agencies and employees about the Corporate Travel Card Program's policies and responsibilities associated with using the Travel Card.

Attached is a revised "State Corporate Travel Card Program – Policies and Responsibilities" to replace the prior version. It describes the policies and responsibilities associated with the Travel Card under the new Statewide Financial System (SFS). When an agency begins to use SFS, the revised policy should be distributed to all finance officers. Agencies must give a copy of this policy to new card holders when they receive their Travel Card and have them sign the Acknowledgement Form.

If you have any questions, please contact Lynda Scalzo at [Lynda.scalzo@goer.ny.gov](mailto:Lynda.scalzo@goer.ny.gov) or (518) 473-8317.

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Attachment