NYS Travel Information

Instructions for Use of Travel Voucher AC-132a

We have developed a second travel voucher (AC-132a) for travelers who are using the Corporate Card. It is intended to help travelers and agencies with the reconciliation of charges on the Corporate Card bill. The regular travel voucher (AC-132) is still in effect. The same continuation forms, attachments and detail sheets can be used with both vouchers. This version is not available as a multi part form and does not need to be ordered from OSC.

Instructions for completing the new travel voucher AC-132a

Most of the keyed fields are the same as the AC-132 Travel Voucher. We have added space for the traveler’s address to be keyed in cases where the check is mailed directly to the home. If an A route code is used, an address is not necessary. If an address is not listed, there is a block where the residence should be indicated to determine if an employee is in travel status.

Section 1 - All Travel Expenses in Detail

Indicate all travel expenses for this trip, regardless of the method of payment. Additional detail sheets may be used if necessary. Detail sheets are the same as the ones used on the regular travel voucher. The total of all travel expenses should be indicated in the lower right corner of this section.

Section 2 - Summary

2 A - enter total of all travel expenses from section 1

2 B - Deduct any charges that the agency will be paying directly. The first line is for charges paid by the Corporate card, the second line is for any other forms of direct bill, such as hotel bills, or travel agents.

2 C - Deduct any expenses paid with a travel advance.

2 D - is provided for any other adjustments that may be necessary. These should be explained. The result is the amount that will be reimbursed to the traveler and should be keyed in the Payee Amount block.