



STATE CONTROLLER'S BULLETIN

Edward Karass
State Controller

Rebecca M. Wyke, Commissioner
Administrative & Financial Services

Bulletin #FY06-08

SUBJECT: Discontinuation of Using the 5000 Series Character and Objects for Travel Expenses

DATE: February 10, 2006
TO: All Departments and Agencies
FROM: Edward A. Karass, State Controller

This Bulletin takes effect immediately upon its posting. The Office of the State Controller will no longer accept vouchers for travel in-state, or out-of-state, coded to the 5000 series Character and Objects. Reporting of travel must be consistent across all departments and agencies of state government to facilitate efficient, accurate accounting, and reporting of these expenditures. Training costs such as travel, lodging, meals, or any other travel related items should be coded to the appropriate 4200 or 4300 series Character and Objects. Other training costs such as room rental, tuition, etc. may be continued to be coded to the 5000 series. In addition, we are requesting that all department and agencies exam their year-to-date travel expenditures that may be coded to the 5000 series Character and Objects and prepare the necessary journal entries to move these costs to the appropriate C&O's within the 4200 and 4300 series by March 31, 2006.