



STATE CONTROLLER'S BULLETIN

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Administrative & Financial Services

Bulletin #18-07

SUBJECT: Travel Policy Revision - W-2 Reportable Travel Codes for Mileage

DATE: June 4, 2018

TO: All Department and Agency Financial Officers and Service Center Directors

FROM: Douglas E. Cotnoir, CPA, CIA State Controller

The Office of the State Controller has established new Object Codes to differentiate W-2 Reportable Mileage and W-2 Reportable Non-Mileage expenses. Non-Mileage expenses include all travel expense categories except for mileage.

W-2 reportable travel expense reimbursements occur when the employee does not substantiate the travel expenses or does not return any unspent portion of a travel advance within the required time period as described in State Administrative & Accounting Manual (SAAM) Section 10.80.70.

Effective no later than July 1, 2018, agencies shall use the new object codes for W-2 reportable mileage expenses.

4251 W-2 Reportable In-State Travel Mileage

This object code shall be used when reimbursing an employee for W-2 reportable in-state travel mileage expenses.

4351 W-2 Reportable Out-of-State Travel Mileage

This object code shall be used when reimbursing an employee for W-2 reportable out-of-state travel mileage expenses.

4250 W-2 Reportable In-State Travel Non-Mileage

This object code shall be used when reimbursing an employee for W-2 reportable in-state travel non-mileage expenses.

4350 W-2 Reportable Out-of-State Travel Non-Mileage

This object code shall be used when reimbursing an employee for W-2 reportable out-of-state travel non-mileage expenses.