



Travel & Expense Authorization Process

The Business Service Center has streamlined the process for pre-travel authorizations to provide improved customer service with a faster turnaround for requests.

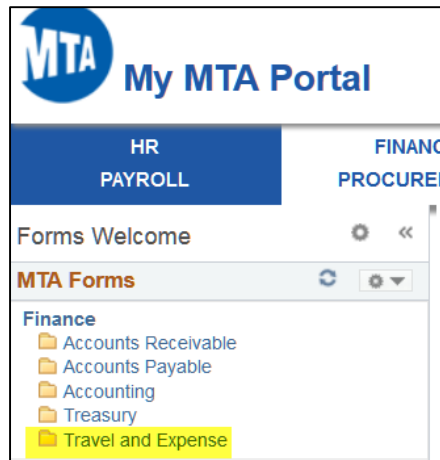
Here is what you need to know:

- ❖ You will now request travel authorizations and travel advances using one form, ***FIN-AP-062 Travel Authorization Request Form***. Section 4 on the form will be used to request travel advances. Therefore, you will no longer use the ***FIN-AP-031 Travel Advance Authorization Form*** which will be removed from My MTA Portal.
- ❖ A new dedicated email address has been established for pre-travel form submissions. Submit ***FIN-AP-062 Travel Authorization Request*** and ***FIN-AP-063 Blanket Request for Travel Approval*** forms to bsc-tevouchers@mtabsc.org instead of sending to the Business Service Center email.
- ❖ There is no change in submission of the post-travel form, ***FIN-AP-030 Travel & Expense Reimbursement Request Form***. It should be submitted as usual via email to invoice@mtabsc.org or via fax to 212-971-5060.
- ❖ To ensure you always have the latest version of T&E forms, go to the BSC Forms and Information section of My MTA Portal and download the forms in the Travel & Expense folder located in the Finance section. See screenshots below:

The screenshot shows the My MTA Portal interface. At the top, there is a search bar with "All Forms" and "Advanced Search" options. Below the search bar are navigation tabs: HR PAYROLL, FINANCE PROCUREMENT, METRICS DASHBOARD, AP WATERFALL, and IN QUEUE. The main content area is divided into several sections:

- My Benefit Providers:** A table listing various benefit plans.
- Learn about MTA Marketplace:** A blue card with a "Read More" button.
- You have 2 Worklist Alerts:** A red alert box.
- ELM Announcements:** A white box with a list of announcements.
- BSC Forms and Information:** A yellow button with a train icon.

Benefit Plan Name	Type	Form	Contact
NYS Empire Plan - 001	Medical		
METLIFE Dental	Dental		
EyeMed Vision	Vision		
NYSLRS	Pension		



If you have questions, please contact the BSC Customer Management Center at 646-376-0123 or via email at bscservice@mtabsc.org.