NEW YORK STATE Department of Corrections and Community Supervision **DIRECTIVE**	TITLE **Reimbursement of Salary Expense for Transfer of Prisoners**		NO. 2727 DATE 09/10/2026
SUPERSEDES DIR #2727 Dtd. 09/18/24	DISTRIBUTION A	PAGES PAGE 1 OF 2	DATE LAST REVISED
REFERENCES (Include but are not limited to) Correction Law §§ 602 and 603	APPROVING AUTHORITY		

I. DESCRIPTION: This procedure applies only to Central Office. NYS Correction Law, Section 602, "Expenses of Sheriff for Transporting Prisoners," and Section 603 "Rendering of Accounts for Conveying of Prisoners," confirm that a portion of the salary expense incurred by County Sheriff's personnel, in the transfer of prisoners to State correctional facilities, may be recovered through the use of Office of State Comptroller (OSC) Form #AC3253-S, "Claim for Payment." The total of expenses other than for salary must be stated and is used in the calculation and subsequently subtracted out.

II. FINANCE OFFICE PROCEDURE

A. Pre-audit Function: The Voucher Unit Supervisor shall:

1. Receive OSC Form #AC3253-S from County Sheriffs' offices.
2. Pre-audit as follows:
   a. Vendor information must contain; the name of the County Treasurer and full address, Vendor ID number, and Invoice Number.
   b. "Description of Material/Services" must contain the following:
      (1) Dates and times of departure and arrival
      (2) Name of county employees performing the transfer
      (3) Hours times (x) hourly salary rate for each employee
      (4) Total salaries
      (5) Plus Travel Expense (from Travel Voucher)
      (6) Sub-Total
      (7) Minus 50%
      (8) Sub-Total
      (9) Minus Travel Expense
      (10) Reimbursement for Salary Allowance
   c. "Total" and "Net" must contain date, title, and signature of county official.
   d. "Payee Certification" block must contain date, title, and signature of county official.

B. Processing After Pre-audit

1. Travel and reimbursement of salary expense for transfer of prisoners can be combined on OSC Form #AC3253-S. This will enable OSC to draw one check to be issued to the particular Sheriff's Office.
2. Code Form# AC3253-S in the "PeopleSoft Format Charge Lines."
3. Translate all required information from the claim into the Accounts Payable (AP) module of the State Financial System (SFS) in accordance with established SFS guidelines, resulting in an AP voucher made payable to the appropriate county.
4. Confirm that the claim has a valid budget status and move it to the appropriate supervisor, who will electronically certify that the document has been entered accurately and complies with OSC rules and regulations governing payment. Certification of the document moves it to OSC, who will review and provide the final approval for payment.
5. The supervisor certifies the documents are returned to the processor to monitor the SFS for payment and record the payment information on the voucher.