



STATE OF ILLINOIS
COMPTROLLER
JUDY BAAR TOPINKA

ACCOUNTING BULLETIN

TO: Fiscal Officers of All State Agencies

FROM: Steven L. Valasek, Assistant Comptroller - Operations

DATE: November 14, 2011

SUBJECT: Mandated Direct Deposit – State Employee’s Expense Reimbursements

NUMBER: 175

As a follow-up to Accounting Bulletin 173, the Illinois Office of the Comptroller (IOC) has developed a program to assist state agencies with the implementation of the State employee’s expense reimbursements portion of Public Act 97-0348. This Act amended the State Comptroller Act (15 ILCS 405) to require all State payments for a State employee’s expense reimbursements (payments against detail object codes 1202, 1249, 1264, 1276, 1291, 1292 and 1702) **must be made through direct deposit.** The Act specifically stated “It is the responsibility of the paying State agency to ensure compliance with this mandate.”

The IOC has developed a liaison program for State agencies that will streamline the sign up of State employees for the direct deposit of expense reimbursements. Please note that the direct deposit of a State employee’s expense reimbursement requires an authorization form separate from the direct deposit authorization form for a State employee’s payroll. The liaison will be responsible for the distribution, collection, review, and submission of the direct deposit authorization forms. All necessary training and materials will be provided by the IOC. Each State agency shall designate one liaison for this program. Liaisons should send an e-mail to ElectronicCommerce@mail.ioc.state.il.us with their contact information.

The anticipated implementation for this mandate is July 1, 2012. The IOC will begin deducting the \$2.50 processing fee for each hard copy warrant issued for a State employee expense reimbursement against a fiscal year 2013 appropriation.

Employees can submit a hardship petition to the IOC. The hardship petition forms will be available on the Comptroller's website by December 15, 2011.

To ease the transition, the IOC is programming SAMS to allow all State employees to receive a one-time exemption per fiscal year. Therefore, there will not be a \$2.50 deduction on the first expense reimbursement payment that is not direct deposit each fiscal year.

It is important to note that if a state employee's direct deposit authorization on file at the IOC is inactive for 18 months, the IOC will automatically delete the authorization.

If you have any questions concerning this bulletin, please contact the Electronic Commerce Unit at 217/557-0930. Agencies may access this and other Accounting, Payroll and SAMS Bulletins on the Comptroller's website at www.ioc.state.il.us under Resource Library.