



ACCOUNTING BULLETIN

TO: Fiscal Officers of All State Agencies

FROM: Steven L. Valasek, Director of State Accounting

DATE: May 26, 2009

SUBJECT: Removal of Social Security Numbers from Travel Vouchers

NUMBER: 151

The Illinois Office of the Comptroller (IOC) has revised the requirements for the Travel Voucher (C-10) to protect the confidentiality of employees' Social Security Numbers (SSN). Effective immediately, agencies are not required to display the SSN in box 1 on the C-10 when it is accompanied by an electronic record. The employee's SSN must always be transmitted on the electronic record.

If an agency does not submit an electronic record, the employee's SSN is still required to be displayed in box 1 on the C-10.

If you have any questions pertaining to this bulletin, please contact John Donelan at (217) 782-3608. Agencies may access this and other Accounting, SAMS and Payroll Bulletins on the Comptroller's website at www.ioc.state.il.us under Resource Library.