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ACCOUNTING BULLETIN NO. 62

TO: Fiscal Officers of All State Agencies  
DATE: February 22, 1995  
SUBJECT: Travel Vouchers

Effective immediately, the Comptroller no longer requires a remittance copy of the Travel Voucher to accompany the original Travel Voucher (Form C-10). **This office will no longer return the remittance copy to the traveler.**

Agencies should forward the copy previously sent to the Comptroller directly to the traveler. Alternatively, agencies may prefer to instruct the traveler to retain the remittance copy of the voucher before submission to the accounting office.

This procedural change will enable the Comptroller to take advantage of lower postal rates, saving approximately 6 cents on each of the over 172,000 Travel Vouchers processed each year.

If you have any questions concerning the processing of Travel Vouchers, contact Joe DiRocco, Manager of the Contract/Voucher Division, (217) 782-3608.

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