

**SUBJECT:** Mileage Rate Change and Updating of Travel & Expenses

**POSTED:** April 19, 2012

---

**ANNOUNCEMENT**

Per Vikki Williamson's announcement to University System CBOs dated April 18, 2012, the mileage reimbursement rate has changed effective April 17, 2012.

- Tier-1 automobile mileage reimbursement rate increased from \$0.51 to \$0.555
- The reimbursement rate for aircraft increased from 1.29 to 1.31
- The reimbursement rate for motorcycle mileage increased from \$0.48 to \$0.525
- Tier-2 rates changed to \$0.23
- Tier-3 rates are no longer applicable

This announcement is to notify users at all institutions using GeorgiaFIRST PeopleSoft Financials Version 8.9 Travel & Expenses of instructions for updating the expenses reimbursement rates according to the Mileage Rate Change official announcement released on April 18, 2012. ITS has updated these mileage rates in Production. To adjust the mileage rate on an existing unpaid expense report, please follow these steps:

1. Select the Expense Report that has mileage that needs to be adjusted.
2. Click on the Detail link.
3. Change the Begin Mileage.
4. Tab out of the field.
5. Change the Begin Mileage back to the correct mileage.
6. Go back to the Expense Report and approve it. This will update the amounts correctly due to the rate change.

**SUPPORTING DOCUMENTATION**

N/A

**MORE INFORMATION AND SUPPORT**

For business impact emergency issues, contact the ITS Helpdesk immediately at 706-583-2001 or 1-888-875-3697 (toll free within Georgia). For non-urgent issues, contact the ITS Helpdesk via the self-service support website at [http://www.usg.edu/customer\\_services](http://www.usg.edu/customer_services). (This service requires a user ID and password. E-mail [helpdesk@usg.edu](mailto:helpdesk@usg.edu) to obtain self-service login credentials.)

**ADDITIONAL RESOURCES**

For information about ITS maintenance schedules or Service Level Guidelines, please visit <http://www.usg.edu/oit/policies>. For USG services status, please visit <http://status.usg.edu>.