

**SUBJECT:** Clarification on Changes to Expenses Due to New Travel Regulations

**POSTED:** November 12, 2012

**ANNOUNCEMENT**

In the GeorgiaFIRST PeopleSoft Financials Release 2.50 applied on September 15, 2012, ITS released system changes to PeopleSoft in order to accommodate some of the new State of Georgia travel regulation policies.

**First and Last Day of Travel:** Travelers are eligible for 75% of the total per diem rate on the first and last day of travel and on single day trips where continuous travel is equal to or greater than 12 hours.

To accommodate this new policy, the First/Last or Single Day of Travel checkbox was added to the details line of the Meals expense type. Each time a traveler enters a meal line that falls into the 75% category, the checkbox will need to be checked. This allows the system to auto calculate the 75% for that meal. See the checkbox in the image below:

**About This Expense**

\*Expense Date: 10/01/2012  First/Last or Single Day of Travel  
\*Payment Type: Cash  No Receipt  
\*Billing Type: Internal  Non-Reimbursable  
\*Start Time (HH:MM): 6:00AM  
\*End Time (HH:MM): 11:59PM  
\*Location: ATHENS  
Description:  
\*Amount Spent: 5.25 Refresh Per Diem Amounts  
\*Currency: USD  
\*Exchange Rate: 1.00000000  Default Rate  
Reimbursement Amt: 5.25 USD  
Exception Comments  
Location Amount:  
No Receipt:  
[Accounting Detail](#)  
[Receipt Split](#)  
[Per Diem Deductions](#)  
[Check Expense For Errors](#) [Previous Expense](#) [Next Expense](#)  
[Return to Expense Report](#)

**Incidental Expenses:** The State of Georgia has adopted GSA rates for out of state travel, including \$5 incidentals. The in-state per diem rates do not include incidental expenses.

To accommodate the new incidentals policy, a new expense type was created for incidental expenses. However, the amount does not default in, so the traveler will need to update the amount.

**Provided Meals:** For clarification on meals that are provided during travel, the travel regulations are stated as follows:

If Lunch was provided on the first day of travel, then the below calculation would need to be made:

When meals are provided at no cost in conjunction with travel events on a travel departure or return day, the full meals per diem reimbursement rate is reduced by the full amount of the appropriate meals after the 75% proration. For example, if the per diem allows a \$28 total reimbursement, and lunch was provided at no cost on a travel departure or return day, the total allowable reimbursement for that day would be \$14  $[(\$28 \times .75) - \$7 \text{ lunch} = \$14]$ .

**Note: The above calculation is not automated within PeopleSoft.** Travelers and/or Expenses approvers will need to manually calculate the per diem rates for those days of travel. In this instance, the traveler does not use the First/Last or Single Day of Travel Checkbox and instead types in the correct amount or the approver adjusts the amounts for those meals.

### **SUPPORTING DOCUMENTATION**

For the complete State of Georgia travel regulations, access the Statewide Accounting Policy & Procedure Guide directly at:

[https://sao.georgia.gov/sites/sao.georgia.gov/files/related\\_files/site\\_page/StateofGeorgiaTravelandExpensePolicy101712.pdf](https://sao.georgia.gov/sites/sao.georgia.gov/files/related_files/site_page/StateofGeorgiaTravelandExpensePolicy101712.pdf)

**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/customer\\_services/service\\_level\\_guidelines](http://www.usg.edu/customer_services/service_level_guidelines). For USG services status, please visit <http://status.usg.edu>.