

SUBJECT: Mileage Rate Change and Updating of Travel & Expenses

POSTED: January 8, 2014

ANNOUNCEMENT

Per Vikki Williamson's announcement to University System CBOs dated January 6, 2014, the mileage reimbursement rate has changed effective January 1, 2014. ITS has updated these mileage rates for the Travel & Expenses module in Production. The changes include:

- Tier-1 automobile mileage reimbursement rate decreased from \$0.565 to \$0.56
- The reimbursement rate for aircraft decreased from \$1.33 to \$1.31
- The reimbursement rate for motorcycle mileage decreased from \$0.535 to \$0.53
- Tier-2 rates decreased from \$0.24 to \$0.235

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.

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. (This service requires a user ID and password. E-mail 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. For USG services status, please visit <http://status.usg.edu>.