Announcement

TO: Georgia*FIRST* PeopleSoft Financials Users

POSTED: December 6, 2016

SUBJECT: Revised: 2016 Per Diem Updates for Travel & Expense Module and New One-Line Meal Per Diem Expense Types
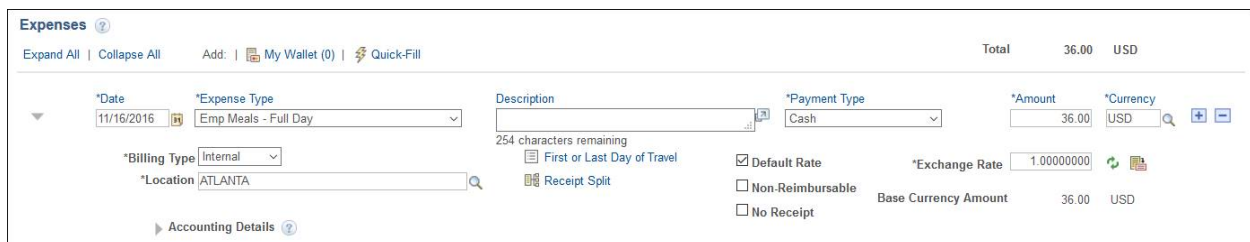

The new Full Day Expense Types have an effective date of 11/21/16 and <u>will not</u> populate per diem amounts for dates prior to 11/21/16.

Any meal expenses dated prior to 11/21/16 should be entered as Breakfast, Lunch, and Dinner to allow the per diem amount to automatically populate.

This announcement is to notify institutions that are currently using Georgia*FIRST* Financials Travel & Expenses module of updated per diem rates (CONUS/OCONUS) for all locations that will be included with Release 5.20. The updated rates will be available in production Monday, November 21, 2016, and will have an effective date of 11/21/2016. The per diem updates will reflect the GSA rates that were released October 1, 2016.

New **Expense Types** are also being delivered with Release 5.20 to make entering meals quicker and easier. Selecting one of the following expense types will populate the line with the full days per diem:

- Emp Meals – Full Day
- Interntl Emp Meals – Full Day
- Recruiting Emp Meals – Full Day

The ability to apply the **First or Last Day of Travel** deduction to adjust the line amount to 75% will be present as it is on existing meal expense types.

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.