

Announcement

TO: GeorgiaFIRST PeopleSoft Financials Users

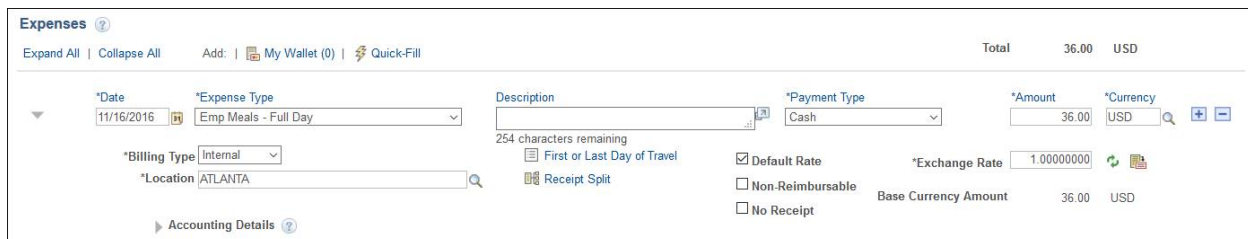
POSTED: November 17, 2016

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

This announcement is to notify institutions that are currently using GeorgiaFIRST 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

BUSINESS IMPACT EMERGENCY ISSUES CONTACT ITS HELPDESK IMMEDIATELY
 706-583-2001, or 1-888-875-3697 (toll free within Georgia)

ALL OTHER NON-URGENT ISSUES contact ITS Helpdesk via Self-service support website http://www.usg.edu/customer_services (requires a User ID and password, email helpdesk@usg.edu to obtain credentials) E-mail: helpdesk@usg.edu



ADDITIONAL RESOURCES

ITS Maintenance Schedule and Service Level Guidelines:

http://www.usg.edu/customer_services/service_level_guidelines/

