Announcement

TO: Georgia*FIRST* PeopleSoft Financials Users

POSTED: October 2, 2017

SUBJECT: New Policy Information on Air Travel and Other Public Transportation

Effective October 1, while state travel regulations now allow First Class or Business Class airfare for international flights, including Alaska and Hawaii, the University System of Georgia (USG) **does not permit** First Class travel unless the circumstances noted in Section 4.6.1 of the Business Procedures Manual are met. While the USG aligns its travel procedures with those of the State of Georgia, in this case the USG has elected to be more restrictive with respect to First Class travel. The USG is committed to using its resources, regardless of fund source, in a fiscally prudent manner and believes First Class travel, except for permissible circumstances, does not demonstrate appropriate stewardship of institutional funds.

Section 4.6.1 Air Travel of the Business Procedures Manual (BPM) will be posted this week and can be found here: http://www.usg.edu/business_procedures_manual/section4/C1189.

Please ensure that this change is appropriately communicated to all affected institutional personnel.

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.

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