

SUBJECT: Expenses Mileage Rate Changes

POSTED: January 13, 2011

ANNOUNCEMENT

This announcement is to notify users at all institutions using GeorgiaFIRST PeopleSoft Financials Version 8.9 of instructions for updating expenses reimbursement rates as per the Mileage Rate Change official announcement released on January 7, 2011. ITS has updated the mileage rates in Production.

As per Vikki Williamson's announcement to University System CBOs dated January 7, 2011, the mileage reimbursement rate has changed effective January 1, 2011. Tier-1 automobile mileage reimbursement rate increased from \$0.50 to \$0.51. The reimbursement rate for aircraft remained the same. The reimbursement rate for motorcycle mileage increased from \$0.47 to \$0.48. Tier-2 rates changed to \$0.19, and Tier-3 rates are no longer applicable.

If you need to adjust the mileage rate on an existing unpaid expense report, please use the following procedure:

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.

SUPPORTING DOCUMENTATION

N/A

MORE INFORMATION AND SUPPORT

For a production down, business interrupting (emergency) situation, call the ITS Helpdesk immediately at 706-582-2001 or 1-888-875-3697 (toll-free within Georgia). For anything else, contact the ITS Helpdesk at http://www.usg.edu/customer_services (self-service support requests requires a User ID and Password; contact the ITS Helpdesk to obtain self-service login credentials), or email helpdesk@usg.edu.

ADDITIONAL RESOURCES

For information about ITS maintenance schedules or Service Level Guidelines, please visit
<http://www.usg.edu/oiit/policies>.