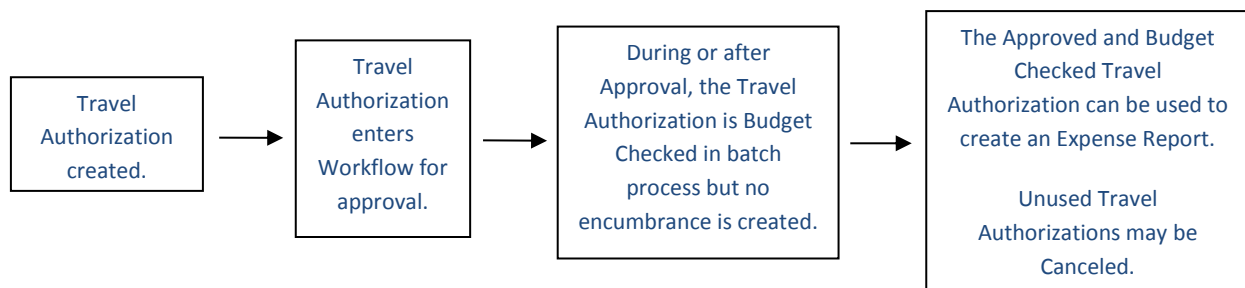# Announcement

TO: All Georgia*FIRST* PeopleSoft Financials Users

POSTED: June 23, 2016

SUBJECT: FY2017 Travel & Expense Module Changes for Travel Authorizations

This announcement is to notify institutions that are currently using the Travel & Expenses module of a change that is being made related to Travel Authorizations. Effective July 5, 2016, Travel Authorizations will no longer create encumbrance entries within Commitment Control. This change is being made as a result of the historical issues that have existed with relieving encumbrances associated with Travel Authorizations. This decision has been made by Claire Arnold (Office of Fiscal Affairs) to become effective beginning Fiscal Year 2017.

A summary of the business process benefits and future changes are summarized below:

- Use of Travel Authorizations will continue to be optional and left to the discretion of the institution.
- They will continue to benefit the institution by being used for pre-authorization of travel and routing through electronic workflow to eliminate paper-based approvals.
- They will continue to be available to apply to an Expense Report and eliminate duplicate manual entry.
- Travel Authorizations will still need to be included in a batch budget check process to receive a valid budget check status before being eligible to be applied to an Expense Report. However, this budget check process will no longer update Commitment Control to create an encumbrance.
- Travel Authorizations will be available to be selected in a Budget Check process before approvals, during approvals, or after approvals.

The business process flow will be:

| Travel Authorization created. | → | Travel Authorization enters Workflow for approval. | → | During or after Approval, the Travel Authorization is Budget Checked in batch process but no encumbrance is created. | → | The Approved and Budget Checked Travel Authorization can be used to create an Expense Report.

Unused Travel Authorizations may be Canceled. |

What your Institution should do prior to this change Tuesday, July 5, 2016, and as part of Fiscal Year-End 2016 processing:

1. Confirm that all unapproved Travel Authorizations have been denied.
2. Cancel all unused Travel Authorizations.
3. In the event your institution decides to discontinue use of Travel Authorizations, submit an ITS Helpdesk ticket to request this change.

Prior to 7:00am on **Tuesday, July 5, 2016,** ITS will make the necessary configuration changes to turn off Travel Authorization encumbrances and will then re-open Self-Service access for Travel Authorizations.

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/