Announcement

SUBJECT: Mileage Rate Decrease/Travel Per Diem Rate Changes Updated in Travel & Expenses

POSTED: January 6, 2016

ANNOUNCEMENT

I. MILEAGE RATE DECREASE

Per Claire Arnold's announcement to University System CBOs dated January 5, 2016, the mileage reimbursement rates have changed effective January 1, 2016.

- Tier-1 automobile mileage reimbursement rate decreased from $0.575 to $0.54.
- The reimbursement rate for aircraft decreased from $1.29 to $1.17.
- The reimbursement rate for motorcycle mileage decreased from $0.545 to $0.51.
- Tier-2 rates decreased from $0.23 to $0.19.

ITS has updated these mileage rates in Production for the Travel and Expenses module. To adjust the mileage rate on an existing unpaid expense report, please follow these steps:

1. Select the Expense Report with mileage that needs to be adjusted.
2. Select the Mileage line.
3. Click on the Reimbursable Miles link.
4. The BOR Mileage Entry Detail Page will display. No change needs to be made. Click OK.
5. The Reimbursement Amount will update to the 2016 rate.
6. Return to the Expense Report, then budget check and approve it. This will update the amounts correctly due to the rate change.

2. CONUS/OCONUS PER DIEM RATE CHANGES

Per Claire Arnold's announcement dated November 4, 2015, the Travel Per Diem rates changed effective October 1, 2015. ITS has updated these per diem rates in Production.

Per Diem rates for locations inside the Continental U.S. were updated on December 1, 2015.
Per Diem rates for locations outside of the Continental U.S. were updated on December 29, 2015.

SUPPORTING DOCUMENTATION

N/A

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/oiit/policies. For USG services status, please visit http://status.usg.edu.