KI8149: Travel and Expenses New First/Last or Single Day of Travel Checkbox Not Functioning Properly

UPDATED: October 23, 2012

STATUS: Resolved. Fixes to the 75% travel rule were implemented in a PeopleSoft Financials ad hoc release on October 20, 2012.

IMPACT: Travelers and approvers may now begin using the First/Last or Single Day of Travel Checkbox as needed in order to follow the new travel regulations.

ORIGINALLY POSTED: September 27, 2012

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FUNCTIONAL IMPACT
The new First/Last or Single Day of Travel checkbox on the Expense Entry page is not functioning properly. Users should immediately discontinue using this checkbox when submitting expenses. ITS is currently evaluating what is required to resolve this issue.

FUNCTIONAL WORKAROUND
Until ITS resolves the issue, users will need to manually calculate the per diem amounts for the first and last days or single days of travel at the 75% rate. The new SAO travel 75% policy officially goes into effect October 1, 2012.

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/customer_services/service_level_guidelines. For USG services status, please visit http://status.usg.edu.