UNIVERSITY SYSTEM OF GEORGIA
Information Technology Services

Announcement

TO: Georgia*FIRST* PeopleSoft Financials Users

POSTED: January 2, 2019

SUBJECT: Mileage Rate Increase for 2019

This announcement is to communicate changes to State mileage reimbursement rates for calendar year 2019. Per Alan Skelton's memo from the State Accounting Office, dated December 28, 2018, the mileage reimbursement rates have changed effective January 1, 2019 for trips occurring on or after January 1.

- Tier-1 Rates:
    - Automobile - increased from $0.545 to $0.58 per mile
    - Motorcycle - increased from $0.515 to $0.55 per mile
    - Airplane - increased from $1.21 to $1.26 per mile

- Tier-2 Rate: Increased from $0.18 to $0.20 per mile

Please make sure that the information in the memo from the State Accounting Office is conveyed to the appropriate staff at your institution. The memo can be found on the SAO website at https://sao.georgia.gov/state-travel-policy.

For Institutions Using the Travel & Expense Module:

ITS has updated these mileage rates in Production for the Travel and Expense 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 2019 rate.
6. Return to the Expense Report and be sure the system changed the Budget Status (located at the bottom of the Expense Report) to Not Checked. If the Budget Status remains Valid following the mileage rate change, update the Accounting Date (located at

the top of the Expense Report) and click Save Changes. Return to the Worklist, select the Expense Report again, Budget check and approve it.

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.