

ANNOUNCEMENT

TO: GeorgiaFIRST PeopleSoft Financials Users

POSTED: January 6, 2021

SUBJECT: Mileage Rate Decrease for 2021

Per Alan Skelton's announcement from State Accounting Office, dated January 4, 2021, the mileage reimbursement rates changed effective January 1, 2021 for trips occurring on or after January 1. Rate changes are as follows:

- Tier-1 Rates:
 - Automobile - decreased from \$0.575 to \$0.56 per mile
 - Motorcycle - decreased from \$0.545 to \$0.54 per mile
 - Airplane - decreased from \$1.27 to \$1.26 per mile
- Tier-2 Rate: decreased from \$0.17 to \$0.16

Please make sure the information in the memo from State Accounting Office is conveyed to the appropriate staff at your institution. The memo can be found on the SAO website [here](#).

For Institutions Using the Travel & Expense Module:

ITS updated mileage rates in Production for the Travel and Expense module. To adjust the mileage rate on an existing unpaid Expense Report, see steps below:

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 displays. No change needs to be made.
5. Click OK.
6. The Reimbursement Amount updates to the 2021 rate.
7. 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 issues, contact the ITS Helpdesk at helpdesk@usg.edu or via the [ITS Customer Services website](#).

