

## ANNOUNCEMENT

**TO:** GeorgiaFIRST PeopleSoft Financials Users

**POSTED:** September 19, 2023

**SUBJECT:** Reminder: Updated Job Aid for Expense Report Entry for Meals and Meal(s) Provided Available Now

---

ITS has updated the functionality of our Peoplesoft Expense module in compliance with the State Accounting Office (SAO). The SAO travel policy changes for preparing your Meals and Meal(s) Provided expense reimbursements were effective September 1, 2023.

The updated Job Aid can be found on the GeorgiaFIRST Financials website [here](#).

Additionally, users can view the Overnight Travel Meal Per Diem 75% 1st/Last day Calculations document on the SAO's website [here](#).

---

**MORE INFORMATION AND SUPPORT:** For business impact issues, contact the ITS Helpdesk at [helpdesk@usg.edu](mailto:helpdesk@usg.edu) or via the [ITS Customer Services website](#).