

ANNOUNCEMENT

TO: GeorgiaFIRST PeopleSoft Financials Users

POSTED: July 10, 2024

SUBJECT: FY2025 Expense Module Change – Delegate Entry Authority

At the request of the University System Office, Travel & Expense procedures are being updated to restrict a Traveler's delegate from completing the attestation statement or submitting expense reports, travel authorizations, or cash advances on behalf of the traveler. **The change will go into effect July 19.**

ITS and the USO Accounting and Reporting team held a presentation on July 9, 2024 to review the changes. Slides from the presentation are available [here](#).

Video from the presentation is available [here](#).

An additional email will be sent on July 22 with links to new and updated documentation regarding these changes.

What is Changing?

The 'Edit & Submit' option currently found on the Delegate Entry Authority page within the Peoplesoft Expense Module will no longer be available. Only options available will be View or Edit.

What is the Impact?

Delegates will no longer be able to submit expense transactions on behalf of the traveler. All Travelers will need to submit their own expense transactions for approval.

Why is the Process Changing?

Recently, the USG has been made aware that Delegated T&E users can submit and certify and attest to travel reimbursements on behalf of another user. *Per BPM 4.2.2, Travel Expense Statements/Requests for Reimbursement, employees must sign (manual or electronic) their travel expense statement, attesting the information presented on the form is accurate and complete. Employees who provide false information are subject to criminal penalty as a felony for false statements, subject to punishment by a fine not to exceed \$1,000 or imprisonment for one (1) to five (5) years.*

MORE

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