

ANNOUNCEMENT

TO: GeorgiaFIRST PeopleSoft Financials Users

POSTED: July 22, 2024

SUBJECT: Travel & Expense Delegate Entry Authority Documentation Now Available

At the request of the University System Office, Travel & Expense procedures have been 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.

What has Changed?

The 'Edit & Submit' option previously found on the Delegate Entry Authority page within the Peoplesoft Expense Module is no longer available. The options available are to View or Edit.

What is the Impact?

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

Why did the Process Change?

Recently, the USG was 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

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](#).

Documentation

- [Registering as a New Self-Service User, Reviewing Profiles, and Delegating Entry Authority](#)
- [Expense Report Entry for Entering as a Delegate](#)
- [Cash Advance Entry for Entering as a Delegate](#)
- [Travel Authorization Entry for Entering as a Delegate](#)
- [Updated Business Process: Authorize Users/Delegate Entry Authority](#)

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