GEORGIA*FIRST*
FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW
University System of Georgia • Information Technology Services

PeopleSoft 9.2

Announcement

TO: Georgia*FIRST* PeopleSoft Financials Users

POSTED: January 3, 2017

SUBJECT: Mileage Rate Decrease for 2017

This memo is to communicate changes to State mileage reimbursement rates for calendar year 2017. Per Claire Arnold's announcement from State Accounting Office, dated December 30, 2016, the mileage reimbursement rates have changed effective January 1, 2017.

- Tier-1 Rates:
    - Automobile - decreased from $0.54 to $0.535
    - Aircraft - decreased from $1.17 to $1.15
    - Motorcycle - decreased from $0.51 to $0.505
- Tier-2 Rate - decreased from $0.19 to $0.17

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 at https://sao.georgia.gov/state-travel-policy.

For Institutions Using the Travel & Expenses Module:

ITS has updated these mileage rates in Production for the Travel and Expenses 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 2017 rate.
6. Return to the Expense Report, then budget check and approve it. This will update the amounts correctly due to the rate change.

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/oiit/policies. For USG services status, please visit http://status.usg.edu.