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## ANNOUNCEMENT

**TO:** GeorgiaFIRST PeopleSoft Financials Users

**POSTED:** August 10, 2023

**SUBJECT:** FY2024 Change in Expense Reimbursement Module – Meals Provided

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USO has updated the functionality of our Peoplesoft Expense module to better assist you in preparing your expense reimbursements and ensure compliance with state travel policy. The details of which are included below.

**Implementation Date:**  
Friday, September 1, 2023

### **Who Will Be Affected?**

All employees who travel for USG related business.

### **What is Changing?**

The Peoplesoft Expense Module will calculate the correct reimbursement amount for employees who have meals provided on their first and last day of travel. In order to accomplish this, the procedure to claim meal per diems will begin with claiming the full day meals option, no matter what day of travel.

### **What is the Impact?**

Employees will no longer have the option to select “Emp-Breakfast,” “Emp-Lunch,” or “Emp-Dinner” as part of their expense reimbursement requests. Employees should instead select “Emp-Meals Full Day” when eligible for per diem reimbursement while traveling for work and create a second expense entry line for each meal that was provided. Employees are eligible for the cost of all three meals on travel days unless meals are provided by hotels, meetings, conferences, etc. This is the case no matter what time of day the travel begins or ends.

### **Why is the Process Changing?**

State travel policy allows 75% of meal per diems to be reimbursed on the first and last day of travel, both for in state and out-of-state travel. A complication comes into play when any meals are provided on the first and/or last day. When that occurs, State travel policy requires the individual meal per diem to be deducted at the full per diem amount from the full day meal per diem opportunity at 75%.

**What your Institution should do to prepare for this change Friday, September 1, 2023.**

Plan to attend our online demo class to review the upcoming changes:

**- Thursday, August 17, 2023, 2:00 p.m., Via Microsoft Teams**

**(ITS encourages Expense administrators and Expense approvers to attend)**

Additional opportunities to review these changes are listed below:

- Interact Conference – Travel and Expenses / Birds of a Feather
- An online how to video will also be available on the GeorgiaFIRST website.

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**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](#).