





**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 Georgia *FIRST* 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](#).