



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 regarding the statement or submitting expense reports, travel authorizations, or cash advances on behalf of the traveler.

What has Changed?

The Delegate Entry Authority page within the Peoplesoft Expense Module is no longer available. The options available are now limited 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](#).

