

ANNOUNCEMENT

TO: GeorgiaFIRST PeopleSoft Financials Users

POSTED: January 6, 2025

SUBJECT: Mileage Rate Update for 2025

Per Gerda B. Hines announcement from State Accounting Office, dated January 3, 2025, the mileage reimbursement rates changed effective January 1, 2025, for trips occurring on or after January 1, 2025. Rate changes are as follows:

- Tier-1 Rates:
 - Automobile - increased from \$0.67 to \$0.70 per mile
 - Motorcycle – increased from \$0.65 to \$0.68 per mile
 - Airplane – decreased from \$1.76 to \$1.75 per mile
- Tier-2 Rate: no change \$0.21 per mile

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 [here](#).

For Institutions Using the Travel & Expense Module:

ITS updated mileage rates in Production for the Travel and Expense module. To adjust the mileage rate on an existing unpaid Expense Report, see steps below:

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 displays. No change needs to be made.
5. Click OK.
6. The Reimbursement Amount updates to the 2025 rate.
7. Return to the Expense Report and be sure the system changed the Budget Status (located at the bottom of the Expense Report) to Not Checked. If the Budget Status remains Valid following the mileage rate change, update the Accounting Date (located at the top of the Expense Report) and click Save Changes. Return to the Worklist, select the Expense Report again, Budget check and approve it.



For business impact issues, contact the GeorgiaFIRST Financials Support team at support@usg.edu.

