

PeopleSoft Financials

Travel and Expenses

FY2024 Change in Expense Reimbursement Module – Meals Provided

Implementation Date: Friday, September 1st, 2023

- Please make sure you are muted
- Session is being recorded
- Today's recording and PowerPoint will be sent out to all attendees
- Please use the chat feature for questions

What's new?

In collaboration with the State Accounting Office, we have 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.

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%.

Per the Travel Policy from the State Accounting Office (SAO), employees traveling overnight are generally eligible for per diem amounts designed to cover the cost of three (3) meals per day for all days on travel status other than the day of departure and the day of return.

Travelers are eligible for 75 percent (75%) of the total per diem rate on the first and last day of travel. For example, if the per diem rate allows a \$50 total reimbursement, \$37.50 would be allowable on a travel departure or return day ($\$50 \times .75 = \37.50). As a result, the time of departure and time of return are not considerations for calculating the Meal Per Diem when associated with overnight travel.

When meals are provided to an employee in conjunction with travel events on a travel departure or return day, the full meals per diem reimbursement rate is reduced by the amount of the provided meal(s) after the 75% proration. For example, if the per diem allows a \$50 total reimbursement, and lunch was provided at no cost on a travel departure or return day, the total allowable reimbursement for that day would be \$23.50 ($\$50 \times .75 = \37.50 less \$14 lunch = \$23.50).

Let's look at how this will work with the new meals provided expense types.

Expense Types that will no longer be used

- Emp Breakfast
 - Emp Lunch
 - Emp Dinner
 - Recruiting Emp Breakfast
 - Recruiting Emp Lunch
 - Recruiting Emp Dinner
 - International Emp Breakfast
 - International Emp Lunch
 - International Emp Dinner
- X DO NOT USE Emp Breakfast
 - X DO NOT USE Emp Lunch
 - X DO NOT USE Emp Dinner
 - X DO NOT USE Recruit Emp Break
 - X DO NOT USE Recruit Emp Lunch
 - X DO NOT USE Recruit Emp Din
 - X DO NOT USE Internatl Emp Break
 - X DO NOT USE Internatl Emp Lunch
 - X DO NOT USE Internatl Emp Din

New Expense Types

- Emp Breakfast Provided
- Emp Lunch Provided
- Emp Dinner Provided
- Recruit Emp Breakfast Provided
- Recruit Emp Lunch Provided
- Recruit Emp Dinner Provided
- Interntl Emp Breakfst Provided
- Interntl Emp Lunch Provided
- Interntl Emp Dinner Provided

Things to consider prior to Sept 1st changes

- If you have already created your Travel Authorization for travel after September 1st and it contains any of the no longer used Expense Types, you will want to reach out to your Expense Admin at your institution.
- If using a Tauth created prior to 9/1/2023 containing these expense types, ITS recommends you create a new expense report and associate the approved Tauth rather than creating the expense report from the Tauth.

Note: Creating an expense report from the approved tauth then editing and/or deleting lines can result in your expense report being stuck in Workflow and causing your reimbursement to be delayed.

Job Aid

- An updated Job Aid will be available September 1st on the GeorgiaFIRST.
- Navigation: Documentation > Documentation Index > Job Aids and Reference Documents > Entering Meals and Meals Provided

thank you!

