Travel Reference Guide

Getting Started

New Employees make sure of the following:

- Setup in USGOne Connect by Human Resources.
- Self-registered for travel and expenses reimbursement via PeopleSoft’s T & E Module. To register follow handout “Accessing GeorgiaFirst Financials”
- Read the MGA Travel Policy located at the following location
  (1) - Go to www.mga.edu, (2) - From Menu - Click on “Faculty & Staff” (3) - Click on “Policies Manual” under Administrative Resources title located on the far right, (4) – Click Section 7 Finance & Business - Section 7.6 Travel for a quick link - http://policies.mga.edu/policy-manual/section-7-finance-business/7-6-travel/

All Employees

Which System Do I Use?

PeopleSoft Travel & Expense Center, referred to as the T & E Module.

- https://www.usg.edu/gafirst-fin/
  Login to the T & E Module located at the following locations:
  - https://www.mga.edu/finance/travel.php Chose “T & E Module” or
  - www.mga.edu
  (1)– Go to www.mga.edu, (2) – From Menu - Click on “Faculty & Staff” (3) – Click on “T & E Module” last button in middle section

Who Do I Call For Help?

Office of Finance – Administration & Reporting
Joy Campbell, Accounting Technician joy.campbell@mga.edu 478-757-2549
Christy Colvin, Assistant Controller christy.colvin@mga.edu 478-757-3602

Before You Travel

1) Do I have Approval to Travel?

- You must obtain approval from your supervisor to travel.
- One-time travel authorization in the case of those individuals required to make overnight trips in-state and for all out-of-state. The required Travel Authorization Form is located at https://www.mga.edu/finance/docs/Travel_Authorization.pdf

2) Is there a registration fee?

Registration fees can be paid:

- Requested with ePro – Completed registration form and documentation of Tax ID is required (note on registration form or W-9) to be submitted to Accounts Payable
- By employee and reimbursed with other travel expenses after travel occurs through T & E
- Internal Registrations: Send registration form with approvals to Joy Campbell (i.e. Registrations for events held in the MGA Conference Center)
Travel Reference Guide

3) Are meals covered in my travel expenses?
   • Meals are covered if required to travel is for overnight stay either in-state or out-of-state. Specific details are addresses in the MGA Travel Policy.
   • Eligible meals are reimbursed using per diem amounts referenced on MGA website under Office of Finance - Travel or quick link – [https://www.mga.edu/finance/travel.php](https://www.mga.edu/finance/travel.php)

4) Do I need a Cash Advance?
   Eligible employees may request an advance before an official business trip (i.e. student meals) to cover expenses which will be ultimately reimbursed by the State. In compliance with the Statewide Travel Policy which was developed in accordance with Internal Revenue Service (IRS) requirements for an “Accountable Plan”, per IRS Rule 1.62-2(g)(2), an advance will be provided to the employee no more than 30 days prior to travel.
   • Complete a Cash Advance Request via the T & E Module
   Cash advances will not be processed for the following requests:
   • Travel Expenses under $100
   • Meals
   • Mileage and Fuel
   • Annual salary of $50,000 or more per OPB policy.

While You Travel

What documentation do I need to keep?
   • Retain copies of following receipts: hotel, parking, airfare, taxi, and other ground transportation.
   • Meals receipts are not required for T & E Module but you may want to keep copies of meal receipts for your own records. You cannot submit meal reimbursement for meals that are included in any registration fees.
   • Keep and submit a full copy of conference agenda or itinerary showing which meals are included with the registration fee.
   • If driving personal vehicle, keep mileage records. A sample mileage log is available on MGA website under Office of Finance- Travel - [https://www.mga.edu/finance/documents.php](https://www.mga.edu/finance/documents.php)
   Odometer readings are not required.

After You Travel

Where and how do I complete an expense report?
   • Complete an expense report electronically via PeopleSoft T & E Module showing actual expenses incurred during your travel, except for meals which will be reported using per diem amounts.
   • Do not include registration fees that were paid with a pcard or with an MGA check. Only include registration fees if seeking reimbursement for these. Scan and upload in Adobe .pdf format all required documentation as attachments to expense report.
   • Employees are required to submit travel expenses via the T & E Module ideally within 10 after return and no later than 45 days after the trip or event. Travel expenses submitted more than 60 days, if reimbursed, should be included in the traveler’s IRS W-2 as taxable income.
Preparation

Travel Tips

Travel Expense Reports are reviewed and processed by the Office of Finance throughout the week. Approvals are required no later than noon on Tuesdays and Thursdays for payment in that day’s travel run.

Travel Authorization
- Complete after researching the total cost of each travel expense for discussion with Budget Manager in obtaining the Approved Dollar Amount for reimbursements. MGA website link: https://www.mga.edu/finance/docs/Travel_Authorization.pdf

Flight Tickets
- Book Flights early
- Check Conference website for Promotion Codes Discounted flights
- Per State guidelines, Office of Finance, Joy Campbell can purchase flight tickets 30 days prior.
- Receipt should provide Airline provider along with detailed flight dates, numbers and destinations.
- Upgrades (i.e. Delta Comfort+) are not reimbursable per State Policy.
- Travel Insurance or Protection Plans are not reimbursable per State Policy.

Lodging
- Airbnb is not acceptable as a lodging provider per State Policy and non-reimbursable.
- Book early and request Government/Conference room rates or utilize Convention Codes.
- Hotel Tax Exemption Form should be provided at check-in or check-out only. Link

Meals
- Meal per diem reimbursed at 100% each day of in-state overnight travel
- Meal per diem reimburse at 75% for first/last day of out-of-state overnight travel
- For single day in state travel, meal per diem is not provided

Non Reimbursable Expenses:
- Tips for Baggage Porters and Valet Parking
- Room Service meals, beverages or entertainment programing
Preparation

Cash Advances

Required documentation is uploaded as attachments to Cash Advance:

- One to One - Cash Advance per Event
- Team Roster of Participating Athletics for event, (i.e. game, match, tournament.)
- Travel Authorization with Location/Game

Travel Expense Reports

Required documentation scanned and uploaded as attachments to Expense Reports:

- Travel Authorization – Signed by Traveler and Department Head/Budget Manager
- Conference Agenda or Itinerary
- Lodging - Hotel Receipt, with an itemized breakdown of costs such as room charge, parking, WIFI, laundry, etc.; Important Note: Employee/Non-Employee Expenses and Parking should be listed as separate entries on T&E report
- Airline Ticket Receipts with arrival/departure dates and locations and fee amount. If in foreign currency, exchange rate and currency conversion to USD should be included. Source and date of exchange value should be provided.
- Registration Fees - Receipt with event date and paid fee amount.
- Rental of motor vehicles – Receipt
- Parking receipts with date and fee amount

Team Meal Per Diem Record

Attachments must be included in the Expense Report

- Scanned attachments of receipts or other documentation must be uploaded into the Expense Report through the “Attachments” link and will stay with the Expense Report. The traveler has to upload the attachment – this cannot be done by the Office of Finance. If documentation is omitted, the report will be sent back for the traveler to upload the documentation. All receipts and other documentation are required to be submitted this way and not through email.
Accessing GeorgiaFIRST Financials

All GeorgiaFIRST institution employees currently utilize USG Single Sign-on Authentication (SSO) to access OneUSG Connect and other USG services including OneUSG Connect Benefits. The requirement to use SSO has been extended to GeorgiaFIRST Financials as part of Release 5.40 effective Monday, December 3, 2018.

Login and Access GeorgiaFIRST Financials

With GeorgiaFIRST Financials, you will log in using single sign-on. The credentials you use on your local campus will be the same ones you use to access GeorgiaFIRST Financials. You will no longer have to remember another username and password!

Prior to logging into Financials for the first time following release 5.40, all active GeorgiaFIRST users should complete the following steps:

1. Delete all existing GeorgiaFIRST Financials browser bookmarks/favorites
2. Create a new browser bookmark/favorite to the GeorgiaFIRST Financials website:  
   www.usg.edu/gafirst-fin/

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Section 1 - GeorgiaFIRST Financials Single Sign-On for Active Users

1. Go to https://www.usg.edu/gafirst-fin/ or your saved bookmark/favorite to access the GeorgiaFIRST Financials home page.

2. Look at the available sign in options on the right side of the home page and determine your appropriate sign in option.
   a. **Self-Service User** – click this button if you are entering Travel or approving items in your Financials worklist.
   b. **Core User** – click this button if you are entering or processing financial transactions or running reports/queries.
3. Select your Institutions logo.

4. Sign into single sign-on using your local network credentials.

5. If your institution is currently using multi-factor authentication (e.g. Duo), it will work for Financials as well.
Section 2 - Creating a GeorgiaFIRST Financials New User Account

There are two options for setting up new user accounts in GeorgiaFIRST Financials:

1. Security Administrators can setup new users.
2. New employees can self-register and create an account.

If using self-registration, complete the following steps:

1. Go to https://www.usg.edu/gafirst-fin/ or your saved bookmark/favorite to access the GeorgiaFIRST Financials home page.
2. Look at the available sign in options on the right side of the home page and click the Register For My Account button under the New GeorgiaFIRST Financials User section.

3. Click on the Register For My Account link on the PeopleSoft sign in page.
4. Enter the following information and select NEXT:
   a. Date of Birth (mm/dd/yyyy)
   b. SSN (last four digits)
   c. Home Zip Code (5 digits)

5. You should see your active job data. If it is correct, select Next.

6. Create a User ID and Password.
   a. Your user ID must be unique. If you receive a message saying that the user ID
      you entered already exists, then you must choose another one. Also, note the
      above criteria for user
ID and password. (You may want to ask if your department has a standard format for user IDs.)

b. It is recommended that your User ID and password for Financials, be different than your local network credentials.

7. Log out of the system and log back in using the Self-Service User instructions in Section 1 above.
Creating and Submitting a Fluid Expense Report in PeopleSoft Financials

There are specific Expense Report entry situations that will still require use of the classic Create Expense Report page. For example, if you wish to apply a Cash Advance or Travel Authorization, or if you need to edit Accounting Defaults on a Fluid Expense report after adding lines, you must do so in the Classic navigation.

**Note:** You can create a Fluid Expense Report, save it, then modify it from the Classic navigation: Employee Self-Service > Travel and Expenses > Expense Reports > Modify.

To create a Fluid Expense Report, log into PeopleSoft Financials.

1. Select the **Create Expense Report** tile. Selecting this tile will allow you to create a Fluid expense report for yourself or for someone that you are an Authorized Expense User for.

2. Enter the **General Information** for the expense report:
   a. Select the appropriate **Business Purpose** from the drop down.
   b. Enter a **Description**.
   c. Enter/Select the **Destination Location**. If multiple locations, leave blank.
   d. Use of the **Reference** field is optional.

3. If you have attachments for your expense report, select **Attach Receipt**. (If not, go to Step #4.)
   a. Select the **Add Attachment** button.
   b. Select the **My Device** button, search for your file, and select it by clicking **Open**.
   c. Select the **Upload** button.
   d. When the upload is complete, a green bar will appear at the bottom of the File Attachment window reading **Upload Complete**.
   e. Click **Done**.
   f. Enter a description for the attachment in the **Description** field (optional).
   g. Repeat steps for additional attachments.
   h. Select the **Done** button when finished.
4. If you need to update the Accounting Defaults to something different from the Default Chartfield Values on your expense profile, click **Accounting Defaults**.

   a. An example of this would be if you need to charge the Expense Report to a different Department.

   b. For Fluid Expense Report creation, it is recommended that you update the Accounting Defaults **prior** to adding expense lines. Due to an Oracle bug, the Accounting Defaults cannot be changed once lines have been added. Any changes would require action on each separate expense entry.

5. To enter your expenses, click **Add Expense**.
6. If you need to upload attachments from the Expense page:
   a. Click the **Pencil & Paper** button

   ![Expense Report](image)

   b. The General Information Page appears. Select **Update Details**. Continue with step #5.

7. A new expense has been added. Click the lookup icon located next to Expense Type.

   ![Expense Type Search](image)

   The Expense Type Search window will display. It defaults to the Frequently Used Expense Types, which is a short list of Expense Types you use most often.
8. You can click **All Types** to display all Expense Types. Once you have selected an Expense Type, the required fields for that type will display.
9. For each expense:
   a. Enter/select a date in the Date field. (Please note: This date must be a current or past date.)
   b. Enter a Description for the Expense Type if needed. (Certain expense types require a description.)
   c. Select the Payment Type.
   d. Enter the Amount if not automatically populated based on Expense Type.
   e. Billing Type cannot be changed because it is always Internal.

10. If you need to enter Mileage, continue. Otherwise, go to Step #11.
   a. Select the appropriate mileage type (Emp Mileage T1).
   b. Click the Reimbursable Miles box.

   The Reimbursable Miles window will display.

   c. Enter your Total Miles Traveled that day, as well as any Commute/Personal Miles. (Commute/Personal Miles are your typical commute from home to work.) The system will calculate your Reimbursable Miles.
d. Click Done. The **Miles** and **Amount** fields will populate.
11. For hotel bills, continue. Otherwise, go to Step #12.
   a. Add an expense line for lodging (Ex: Emp Lodging).
   b. Enter the Description (optional).
   c. Enter the Number of Nights.
   d. Select the Payment Type.
   e. Fill in the Amount.
12. For meals, continue. Otherwise, go to step #13.
   a. Select the appropriate meal Expense Type (Ex: Emp Lunch, Emp Meals-Full Day).
   b. If the meal occurred on a First or Last Day of travel and the 75% reimbursement rule applies for out of state overnight travel, select the First or Last Day of Travel link.
c. Check the Deduction Flag.

![Expense Report](https://www.mga.edu/finance/documents.php)

```
<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Deduction Percentage</th>
<th>Deduction Amount</th>
<th>Deduction Calculation</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emp Meals - Full Day</td>
<td>25.00</td>
<td>9.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

d. Select the Done button. A message will display at the top of the page that the deduction has been applied and you will notice that the Amount was reduced.
13. If you need to update the Chartfield for a single expense line, click and expand Accounting Details.

a. An example of this would be if you need to charge the Expense entry Project ID from Intercampus Travel (830ICT) to Conference Travel (830FACD)

b. Other example for changing would be for specific grants or to a different Department.

e. Click the Save button. A message will appear at the top of the page confirming that your changes have been saved.
How to Delete an Expense Line on a Fluid Expense Report

If you need to delete an expense line, select the line from the expenses listed on the left side of the page.

Then click **Delete**.

A window will display asking if you are sure you want to delete the selected expense(s).

```
Are you sure you want to delete the selected expense(s)?
Any credit card, enhanced data, or expense items associated with this expense will be deleted as well

Yes  No
```
Select Yes.

The line is deleted.

How to Submit a Fluid Expense Report

Once all lines have been added and your Expense Report is ready to be submitted, click the Review and Submit button.

The Expense Summary page will display.
Click the **Submit** button.

The submission statement will display.

I certify the expenses submitted are accurate and comply with expense policy.

I do solemnly swear, under criminal penalty of a felony for false statements subject to punishment by fine of not more than $10000 or by imprisonment for not less than one nor more than five years, that the above statements are true and I have incurred the described expenses and the state use mileage in the discharge of my official duties for the state.

Click **Submit**.

A message will appear at the top of the page confirming that your Expense Report has been submitted and you will be returned to the My Expense Reports page.
Mileage Calculations

**MILEAGE EXAMPLE #1**

<table>
<thead>
<tr>
<th>Colvin, Christy</th>
<th>ABCD 213-31 Full TR 8:00 - 9:15 WRC1, 101</th>
</tr>
</thead>
<tbody>
<tr>
<td>1234 Vineville Avenue</td>
<td>T/R 9:00-12:15 WRC</td>
</tr>
<tr>
<td>Macon, GA 31204</td>
<td>ABCD 213-32 Full TR 12:30 - 1:45 WRC1, 101</td>
</tr>
<tr>
<td><a href="mailto:Christy.colvin@mga.edu">Christy.colvin@mga.edu</a></td>
<td>ABCD 112-57 Full MW 2:00 - 3:15 PSC312</td>
</tr>
<tr>
<td>Home Campus: Macon</td>
<td>ABCD 112-58 Full MW 3:30 - 4:45 PSC312</td>
</tr>
</tbody>
</table>

Christy is teaching at both the Macon and Warner Robins campuses for the Fall Semester. Her home campus is designated as Macon by the chair of her department. On Tuesdays and Thursdays, she does not come to the Macon campus prior to traveling to the Warner Robins campus for office hours and class. Her mileage should be calculated as such:

\[
\text{Miles from home to WRC} - \text{Normal commute}\ 
\text{Miles to Home Campus} = \text{Miles Entitled for Reimbursement}
\]

\[
\text{Vineville Ave to WRC} = \text{19mi}
\]
\[
\text{Vineville Ave to Home Campus (Macon)} = \text{<7mi> Commute}
\]
\[
\text{Net Miles for Reimburse} = \text{12mi- One Way}
\]

*Roundtrip reimbursement would be 24 miles total.*

**MILEAGE EXAMPLE #2**

<table>
<thead>
<tr>
<th>Colvin, Christy</th>
<th>ABCD 213-31 Full TR 8:00 - 9:15 WRC1, 101</th>
</tr>
</thead>
<tbody>
<tr>
<td>1234 Vineville Avenue</td>
<td>T/R 9:00-12:15 WRC</td>
</tr>
<tr>
<td>Macon, GA 31204</td>
<td>ABCD 213-32 Full TR 12:30 - 1:45 WRC1, 101</td>
</tr>
<tr>
<td><a href="mailto:christy.colvin@mga.edu">christy.colvin@mga.edu</a></td>
<td>ABCD 112-57 Full MW 2:00 - 3:15 PSC312</td>
</tr>
<tr>
<td>Home Campus: WRC</td>
<td>ABCD 112-58 Full MW 3:30 - 4:45 PSC312</td>
</tr>
</tbody>
</table>

Christy is teaching at both the Macon and Warner Robins campuses for the Fall Semester. Her home campus is designated as Warner Robins by the chair of her department. On Mondays and Wednesdays, she does not come to the Warner Robins campus prior to traveling to the Macon campus for office hours and class. Her mileage should be calculated as such:

\[
\text{Miles from home to Macon Campus} - \text{Normal commute}\ 
\text{Miles to Home Campus} = \text{Miles Entitled for Reimbursement}
\]

\[
\text{Vineville Ave to Macon Campus} = \text{7 mi}
\]
\[
\text{Vineville Ave to Home Campus (WRC)} = \text{<19mi> Commute}
\]
\[
\text{Net Mi for Reimburse} = \text{<12mi>- One Way}
\]

Christy is **NOT** entitled to mileage as her daily commute mileage is greater!
Mileage Calculations

**MILEAGE EXAMPLE #3**

**Colvin, Christy**
1234 Vineville Avenue
Macon, GA 31204
christy.colvin@mga.edu
Home Campus: Macon

Colvin, Christy revised 05/27/2020

Christy is teaching at both the Macon and Warner Robins campuses for the Fall Semester. Her home campus is designated as Macon by the chair of her department. On Tuesdays she teaches at both the Macon and Warner Robins campuses. Her mileage should be calculated as such:

Miles from Macon Campus to WRC + (Miles from WRC to residence – Normal commute Miles to Home Campus) = Miles Entitled for Reimbursement

Miles from Macon Campus to WRC = 22mi
Miles from WRC to residence = +19mi
Normal commute Miles to Home Campus (Macon) = -7mi
Net Miles for Reimburse = 34mi

**For this example, the commute mileage is only deducted on the return trip as Christy began her day on the Macon campus**

**Exceptions include:**

- If travel occurs on a weekend or holiday, mileage is calculated from the point of departure with no reduction for normal commuting miles.
- If an employee does not regularly travel to an office (home campus) from his/her residence (i.e., the residence is "home campus"), the requirement to deduct normal commuting miles does not apply.