

From: [VSU Information Technology](#)
Subject: Travel & Expense Procedure Change in PeopleSoft
Date: Thursday, July 11, 2024 12:20:46 PM
Attachments: [image002.png](#)

Financial Services would like to clarify that delegates can still Create, Edit, and Submit an expense report. When a delegate submits a report, it will go to the traveler. The traveler will receive an email notification that the expense report is ready for review and attestation. The traveler must then submit the report for the budget manager's approval—mirroring the normal, existing workflow.

If you have questions about travel and expense procedures, please contact VSU Financial Services at 229.333.5708.

Thank you.

7.10.24 Original Message

Greetings.

USG Information Technology Services has provided the following information about upcoming procedural changes in submitting travel and expense reports through the PeopleSoft Expense module:

At the request of the University System Office, Travel & Expense procedures are being updated to restrict a traveler's delegate from completing the attestation statement or submitting expense reports, travel authorizations, or cash advances on behalf of the traveler.

Production Date:

Friday, July 19, 2024, is when the modified expense module will go live. Afterwards, you may need to clear your browser cache before attempting to log in to PeopleSoft. You may visit this page to learn how to do that:

https://www.valdosta.edu/administration/it/solutions/clear_cache.php

What is Changing?

The 'Edit & Submit' option currently found on the Delegate Entry Authority page within the Peoplesoft Expense Module will no longer be available. The only options available will be View or Edit.

What is the Impact?

Delegates will no longer be able to submit expense transactions on behalf of the

traveler. All Travelers will need to submit their own expense transactions for approval.

Why is the Process Changing?

Recently, the USG has been made aware that Delegated T&E users can submit, 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.*

Have questions?

For questions about travel and expense procedures, please contact VSU Financial Services at 229.333.5708 or visit their website at <https://www.valdosta.edu/administration/finance-admin/financial-services/>. If you experience a technical issue in using PeopleSoft, please contact VSU Solutions Center at 229.245.4357 or submit a ticket at <https://solutions.valdosta.edu>.

Sincerely,

Division of Information Technology

Solutions Center: **229.245.4357**

Tech Support Portal: solutions.valdosta.edu Web: www.valdosta.edu/it

Monday-Thursday 8am-6pm & Friday 8am-5pm



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Sheila Hall, IT Communications and Support

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