

PeopleSoft Financials

Travel and Expenses

FY2025 Change in Expense Reimbursement Module – Delegate Entry Authority

Production Date: Friday, July 19th, 2024

- 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 is Changing?

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.

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. Only options available will be 'View' or 'Edit'.

Employee Navigation: Employee Self Service > Travel and Expenses > User Preferences > Delegate Entry Authority

Expense Admin Navigation: Travel and Expenses > Manage Expenses Security > Authorize Expenses Users

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. Delegates will still be able to initiate expense transactions on behalf of the traveler and notify them when the transaction is ready to review and submit.

Why is the Process Changing?

Recently, the USG has been 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 fine not to exceed \$1,000 or imprisonment for one (1) to five (5) years.*

New and Updated Documentation

A new Job Aid for each expense transaction will be available July 19th on the GeorgiaFIRST website.

- Navigation: Documentation > Documentation Index > Travel and Expenses > Job Aids and Reference Documents

Updated business process/Job Aid:

- EX_010_022 - Authorize Users_Delegate Entry Authority (Core)_BUSPROC.docx
- 9.2 Registering as a New Self-Service User, Reviewing Profiles, and Delegating Entry Authority

Let's look at how entering an expense report will look for a delegate versus the traveler.

thank you!

