From: Traycee Martin
To: vsuadm@valdosta.edu; vsusta@valdosta.edu; vsufac@valdosta.edu; secretaries@lighthouse.valdosta.edu;
Subject: [Staff] PeopleSoft Expense Module
Date: Wednesday, May 13, 2009 3:45:51 PM
Attachments: ATT00046.txt

To: VSU Employees

From: Traycee Martin, Interim Vice President for Finance and Administration

Date: May 13, 2009

Each USG institution can now make the choice whether or not to continue using the PeopleSoft Expense Module. After discussions with frequent users and a review of the typical problems encountered on campus, the decision has been made to DISCONTINUE using the Expense module Travel Authorization, but RETAIN use of Electronic Expense Reporting (reimbursements).

While we recognize that travel encumbrances are meaningful to budget managers, the process has too many flaws that have no scheduled "fix". Furthermore, the USG Shared Services database consolidation project requires that NO PeopleSoft Travel Authorizations or Expenses exist as of June 30, 2009. Therefore, effective immediately, we will revert to a manual Travel Authorization process and electronic Expense Reporting process.

All Travel Authorizations in the current Self Service workflow that have not been approved by May 25, 2009 will be deleted.

All Travel, FSA and reimbursement expense reports must be submitted and approved by June 22, 2009 to be reimbursed before June 30, 2009 with fiscal year 2009 funds. All Travel, FSA and reimbursement requests received after the June 22, 2009 deadline will be processed in July and paid with fiscal year 2010 funds. For anyone traveling June 22 through June 30, 2009, please contact Accounts Payable if you have any concerns regarding your

travel.

I thank each of you for your patience throughout the past year with the PeopleSoft Expense module. VSU employees showed a true determination and can-do attitude. Although July 1 will also bring more changes, we will work hard to make these transitions as easy as possible.

Please share these changes with all employees, especially employees traveling on University business. Please let me know if you have any questions or comments.