

From:

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

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