
From: BusinessAffairs Advisory Forum <BAAF-L@LISTSERV.UGA.EDU> on behalf of Holley W Schramski <hschrams@UGA.EDU>
Sent: Thursday, January 31, 2013 3:37 PM
To: BAAF-L@LISTSERV.UGA.EDU
Subject: Group Travel Process Changes - Effective February 1, 2013

To: BAAF-L and Business-Serv-L recipients

From: Accounts Payable

Subject: Group Travel Process Changes – Effective February 1, 2013

On January 8, 2013, we issued an announcement that beginning in February the eCheck system will begin collecting the employee VN number on the group travel distribution form instead of the last 4 digits of the employee social security number; this functionality will be available starting February 1, 2013.

We have received questions as to why group travel processing is necessary. This notice outlines the reasons for group travel processing and provides information about the transition to the employee VN number effective February 1.

UGA is required by state law to report travel expense for every employee and must submit this information annually to the state Department of Audits and Accounts. In accordance with the Official Code of Georgia Annotated 50-6-27, the Department of Audits and Accounts must provide a comprehensive list showing name and travel expenses incurred by all personnel of every office, institution, board, department and commission in the executive department of the State government, of every State authority, of every university or college in the University System of Georgia, of other reporting entity organizations of the State of Georgia and every local board of education. This information is public record and is available for individuals seeking information on how the State of Georgia spends dollars.

Therefore, when a third party invoices the University for travel expenses of one or more employees, those costs have to be assigned to the employee(s). The group travel distribution process allocates the travel expense associated with each employee and allows the University to fulfill the reporting requirement.

Historically UGA required a “master travel expense statement” to be completed for group travel processing. This “master travel expense statement” is no longer required as supporting documentation for group travel. If desired, units/departments may complete “a master travel expense statement” and attach as supporting documentation.

Travel costs for non-employees are no longer required to be reported on the group travel distribution when an invoice from a third party provider is submitted for payment.

Accounts Payable and EITS have been working to remove the SSN from the eCheck and eTravel processes. Beginning February 1, 2013, the eCheck system will use the employee VN number instead of the employee SSN for group travel processing. The paper travel distribution form has been eliminated. That form is now integrated into the eCheck system and is featured in the "Supporting Documentation" section. Users should click on the "Travel Distribution" link under "Supporting Documentation" and enter the distribution information accordingly. The last 4 digits of the traveler SSN are no longer required. Initiators should utilize the "Traveler Search" button to find the traveler and their VN number.

Please refer to the links below for on-line demonstrations on submitting group travel check requests in the eCheck system:

[Group travel check request for payment to be remitted to a vendor.](#)

[Group travel check request for payment to be remitted to an employee.](#)

Additional information on group travel can be found

at: http://www.busfin.uga.edu/accounts_payable/group_travel.pdf

Questions about group travel processing can be forwarded to Jennifer Collins at jfinch@uga.edu or Elena Williams at lenadroz@uga.edu.