
From: UGA Business Services info. <BUSINESS-SERV-L@LISTSERV.UGA.EDU> on behalf of
Holley W Schramski <hschrams@UGA.EDU>
Sent: Tuesday, January 08, 2013 1:52 PM
To: BUSINESS-SERV-L@LISTSERV.UGA.EDU
Subject: Group Travel Update

Dear BAAF-L and Business-Serv –L recipients:

As you are aware, Accounts Payable and EITS have been working to remove SSN from the e-check and e-travel processes. Part of this work includes an analysis of programs that process employee group travel and specifically how the employee VN number instead of the SSN can be used given the state required travel reporting process. Based on preliminary review and discussions with state agencies that oversee the travel reporting requirements, we expect that in February 2013, the Accounts Payable department will begin collecting the employee VN number on the travel distribution form instead of the last 4 digits of the employee social security number. As soon as this functionality is available, Accounts Payable will distribute additional information and instructions.

Group travel exists when a third party is paid for travel expenses of employees on official UGA business. The documentation required to process group travel provides the Accounts Payable and Accounting departments with the necessary information to complete the travel reporting requirements of the State of Georgia.

Questions can be forwarded to Jennifer Collins at jfinch@uga.edu or Andre Simmons at asimmons@uga.edu.

Holley W. Schramski
Associate Vice President and Controller
University of Georgia
456 E. Broad Street
Athens, GA 30602-4212
(706)542-6860
Fax (706)542-6887
hschrams@uga.edu