
From: All Faculty and Staff <ARCHNEWSFACSTAFF@LISTSERV.UGA.EDU> on behalf of ArchNews <archnews@UGA.EDU>
Sent: Monday, October 17, 2011 11:41 AM
To: ARCHNEWSFACSTAFF@LISTSERV.UGA.EDU
Subject: change in mileage reimbursement documentation

TO: UGA Faculty and Staff

FROM: Controller's Division

RE: Travel expense statement change

This announcement is to communicate a change to the University's travel expense statement.

The State Accounting Office has waived the requirement of odometer readings for travelers submitting mileage reimbursement claims. To calculate miles traveled, travelers may use MapQuest, Google maps, GPS devices, or personal auto odometer readings, whichever is most appropriate for the circumstances. This change is effective immediately.

The travel expense statement has been modified to reflect these changes. The form is available at https://emer.uosp.uga.edu/accounts_payable/travel_expense_login.cfm

The UGA travel policy has been updated and can be viewed at <http://askuga.uga.edu/default.asp?id=1619&Lang=1&SID>

Questions should be directed to Jennifer Collins, Accounts Payable Manager, via email at jfinch@uga.edu.