

STATEWIDE TRAVEL REGULATIONS

June 2016

The content of this presentation was the most up-to-date information available at the revision date. However, policies, procedures and guidelines may be updated during an academic year. Please refer to the [University Policy website](#) for the most current version of these policies, procedures and guidelines.

6/01/2016

Learning Outcomes

- Understand the regulations associated with travel expenses eligible for reimbursement
- Identify the expenses allowed for prepayment
- Understand the reimbursement process
- Identify the expenses which require receipts and what information each receipt should contain
- Understand the process for requesting and reconciling a cash advance
- Locate additional resources and information regarding travel policy and the reimbursement process

General Information

- The travel regulations can be found on the State Accounting Office webpage
- Statewide Travel Regulations are issued by the State Accounting Office
- BOR allows institutions to implement additional policies which can be more restrictive. Institutional Guidelines and Procedures are on the Controller's webpage.

Authorization for Travel

- Employees must acquire electronic or written authorization from their department head/director prior to performing the travel.
- The Travel Authorization Form may be used but is not required.
- Travel authorization documentation is kept in the home department. It is not submitted to Travel Services.

Authorization for Travel

- If an employee is traveling with a group or team, the employee must submit a travel authorization addendum listing the names of all members of the group.
- UWG Travel Authorization Guideline can be referenced on the Travel Services webpage

Meal Reimbursement General Information

- Employees will be paid a daily per diem amount designed to cover the cost of meals (including tax and tips).
- Not eligible for reimbursement of meals if one is provided by the hotel, meeting, conference or any other source. This includes continental breakfast and receptions.

Meal Reimbursement General Information

- Copy of official conference/meeting agenda is required to be submitted with expense report.
- Summary page – “Schedule at a Glance” or “Program Summary”
- If reimbursement is requested for a conference meal that was provided or one that was considered not to be “substantial”, the employee must include a justification in the comments section of the electronic expense report. If a separate written justification is provided, it must have the signatures of the traveler and the departmental approver.

Meal Reimbursement Overnight Travel

- Day of Departure/Return
 - Employees are eligible for 75% of the total per diem rate on the first and last day of travel.
 - The per diem amount is based on:
 - Departure Day: Where you spent the night
 - Return Day: Where you spent the night before returning to home base

Meal Reimbursement Overnight Travel

- If a meal is provided on departure or return day, the amount reimbursed is reduced by the full meal per diem rate before the 75% proration.
 - Example: If the per diem allows a \$28 total reimbursement and lunch was provided at no cost on a travel departure or return day, the total allowable reimbursement for the day would be \$15.75 ($\$28 - \$7 \text{ lunch} \times .75 = \15.75).

Meal Reimbursement

75% Checkbox

Create Expense Report

[Save for Later](#) | [Home](#)

Patricia Durrough

*Business Purpose

Attend Conference

*Report Description

PeopleSoft Conference

Reference

Destination Location

SAVANNAH

Attachments

Actions

...Choose an Action

Expenses

Expand All

Collapse All

Add:

My Wallet (0)

Quick-Fill

Totals (1 Line)

7.00

*Date	*Expense Type	Description	*Payment Type	*Amount
03/09/2015	Emp Breakfast	<div> <div>First or Last Day of Travel</div> <div>Receipt Split</div> </div>	Credit Card	7.00

*Billing Type

Internal

**Location

SAVANNAH

Default Rate

Non-Reimbursable

No Receipt

Exchange Rate

1.00000000

Reimbursement Amt

7.00

Per Diem Info

Help

Create Expense Report

Deductions for First or Last Day of Travel

Report ID NEXT

Please select the expense that occurred on a first or last day of travel.

Per Diem Amount7.00 USD

Per Diem Details

PersonalizeFind

First1 of 1Last

	Deduction Percentage	Deduction Amount	Calc Code	Deduction Flag
Emp Breakfast	25.00			<input checked="" type="checkbox"/>

OKCancel

Meal Reimbursement

Single Day Trip

- Meal reimbursement is allowed if travel is more than 50 miles from home and office and traveler is away for more than twelve (12) hours.
- Eligible for 100% of the total day's per diem rate.
- Must reduce reimbursement for any meals provided.
- Travel start and end times are required in the description of the meal expense type.

Meal Reimbursement In-State Travel

- Per Diem rate is \$28 or \$36 (high-cost) per day and does not include incidental expenses.
- Incidental expenses (tips to porters, baggage carriers, etc.) are not included in the per diem rate and may be reimbursed separately.
- High Cost Counties: Chatham, Cobb, DeKalb, Fulton, Glynn & Richmond

Per Diem Rates In-State (In General)

Eligible Meals	Per Diem Amount
Breakfast	\$6.00
Lunch	\$7.00
Dinner	\$15.00

Per Diem Rates In-State High Cost

*Restricted to the following counties – Chatham, Cobb, DeKalb, Fulton, Glynn, and Richmond

Eligible Meals	Per Diem Amount
Breakfast	\$7.00
Lunch	\$9.00
Dinner	\$20.00

Meal Reimbursement

Out-of-State Travel

- Per diem rates follow the appropriate GSA per diem rates. These rates can be found on the Travel Services webpage
- Incidental expenses (tips to porters, baggage carriers, etc.) are not included into per diem rate and may be reimbursed separately.
- Expense type “Emp Incidentals” should be used for incidental expenses.
- Must include a description of the incidental expense.

Meal Breakdown Out-of-State

M&IE	\$51	\$54	\$59	\$64	\$69	\$74
Breakfast	\$11	\$12	\$13	\$15	\$16	\$17
Lunch	\$12	\$13	\$15	\$16	\$17	\$18
Dinner	\$23	\$24	\$26	\$28	\$31	\$34
Incidentals	\$5	\$5	\$5	\$5	\$5	\$5

Meal Reimbursement Out-of-State

- If neither the city nor the county is listed for a particular state, the per diem rate is the standard federal per diem rate of \$46 for meals (\$51 - \$5 incidental rate).

Meal Reimbursement Foreign Travel

- Per diem rates for foreign travel and the breakdown of those per diem rates can be found on the Travel Services webpage.

Lodging Expenses

- Reimbursement for lodging expenses is allowed when the travelers destination is located more than 50 miles from both their headquarters and residence.
- Separate written pre-approval from Dean/VP must be obtained when lodging is required within a 50 miles radius. Submit justification with expense report.
- Employees should ensure that the most reasonable lodging rates are obtained.

Lodging Expenses

- Obtain a “zero-balance” receipt with an itemized breakdown of costs such as room charge, parking, internet, etc.
- These itemized expenses (i.e. room, parking, internet, etc.) should be listed separately on the travel expense report.

Lodging Expenses

- Lodging must be obtained from a business that offers lodging to the general public such as a hotel or motel; not a private residence.
- “Resort” and other fees are sometimes charged by a hotel. These are not tax exempt fees and will be reimbursed.

Taxes Associated with Lodging

- State and local government officials and employees traveling within the state on official business are exempt from paying the county or municipal excise tax on lodging (“hotel/motel” or “occupancy” tax).
- Employees are required to pay any state/local sales and use taxes.
- Effective July 1, 2015 a \$5 per night “State Hotel-Motel Fee” was implemented. This fee is not exempt for State employees.

Taxes Associated with Lodging

- Employees are required to submit a copy of the hotel/motel tax-exemption form when they register at a hotel/motel.
- This does not apply to employees staying at an out-of-state hotel/motel.

Taxes Associated with Lodging

- **If** the hotel refuses to exempt the tax, the employee should pay the tax. The tax should be noted on the travel expense statement and will be reimbursed.
- Traveler should include a statement within the description section of the lodging expense line indicating that the hotel refused to exempt the tax. Completion of the “In-State Hotel/Motel Tax Exemption Exception Form” is optional.

Pre-Payment of Lodging Expenses

- Lodging facility must provide a “pro-forma” invoice
- Department must verify lodging facility is a valid vendor in PeopleSoft. If not, request Vendor Profile and W9
- Submit Check Request
 - Mark as “Special Handling” – check must be picked up by traveler from Cashier’s Office in Aycock Hall
 - Include pro-forma lodging invoice
 - Include approved travel authorization
- Traveler must present a Ga Sales & Use Tax Exemption Certificate and Hotel/Motel Tax Exemption Certificate to in-state lodging facilities
- Pre-Payment request must be greater than \$200
- Traveler is responsible for obtaining reimbursement (check made payable to UWG) from lodging facility should an overpayment occur.

Transportation General Information

- The state requires employees who travel to determine the most cost effective form of travel. There are many factors that play a role in determining the most cost effective form of travel.

Transportation General Information

- Employees should use a motor pool vehicle if one is available.
- If motor pool vehicle is not available, traveler must compare other modes of travel:
 - Cost of personal vehicle (# of miles * applicable Tier 1 rate)
 - Cost of rental car from Enterprise or Hertz

Transportation General Information

- Justification for the chosen mode of travel should be documented in writing with signature of the departmental approval authority and retained by the department as audit support.
- The Cost Effective Transportation Form is an optional tool to assist the traveler in determining the most cost advantageous form of travel. The form is not required.

Mileage Reimbursement

- If a personal motor vehicle is calculated to be the most cost advantageous form of travel, reimbursement will be made at the **Tier 1** rate in effect for the travel date.
- If another method of travel is the most cost advantageous form of travel but a personal motor vehicle is used, the employee will be reimbursed at the **Tier 2** rate.

Personal Car Mileage Reimbursement Exception

- A University wide cost comparison is calculated on a semi-annual basis which allows reimbursement at the Tier 1 rate under certain circumstances.
 - Under 250 miles – traveler may utilize personal car and claim Tier 1 mileage reimbursement without any individual cost comparison.
 - 250-300 miles – traveler may utilize a personal car and claim Tier 1 mileage assuming a motor pool vehicle is not available. Documentation of this determination should be maintained by the department for audit purposes.

Mileage Reimbursement

- If round trip miles are entered on one expense line, documentation must be submitted as to the places visited during the trip.
- Personal/commuting miles should be entered in the appropriate field to be excluded from the mileage reimbursement.

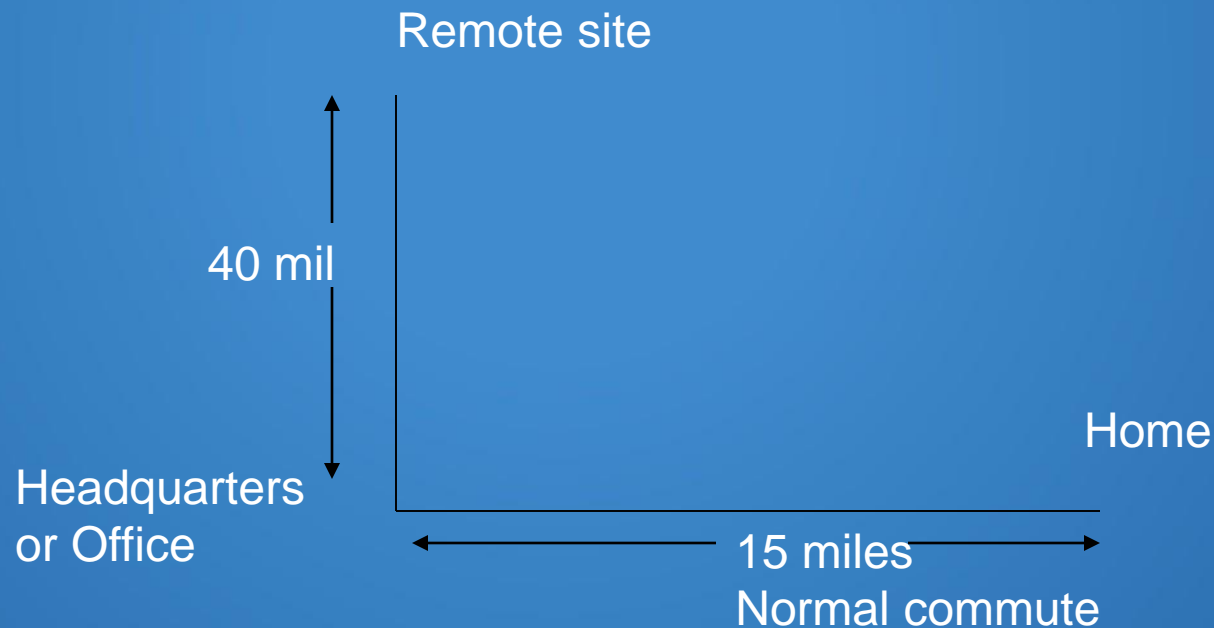
Determination of Miles Traveled

- Employees may be reimbursed for the mileage incurred from the point of departure to the travel destination. If an employee departs from his/her residence, mileage is calculated from the residence to the destination point, with a reduction for normal one-way commuting miles. If an employee returns to his/her residence, mileage is calculated based on the distance to the residence, with a reduction for normal one-way commuting miles.

Example A

Employee drives from home to headquarters/office to off site location back to headquarters and back home. Total business miles traveled is 80 miles.

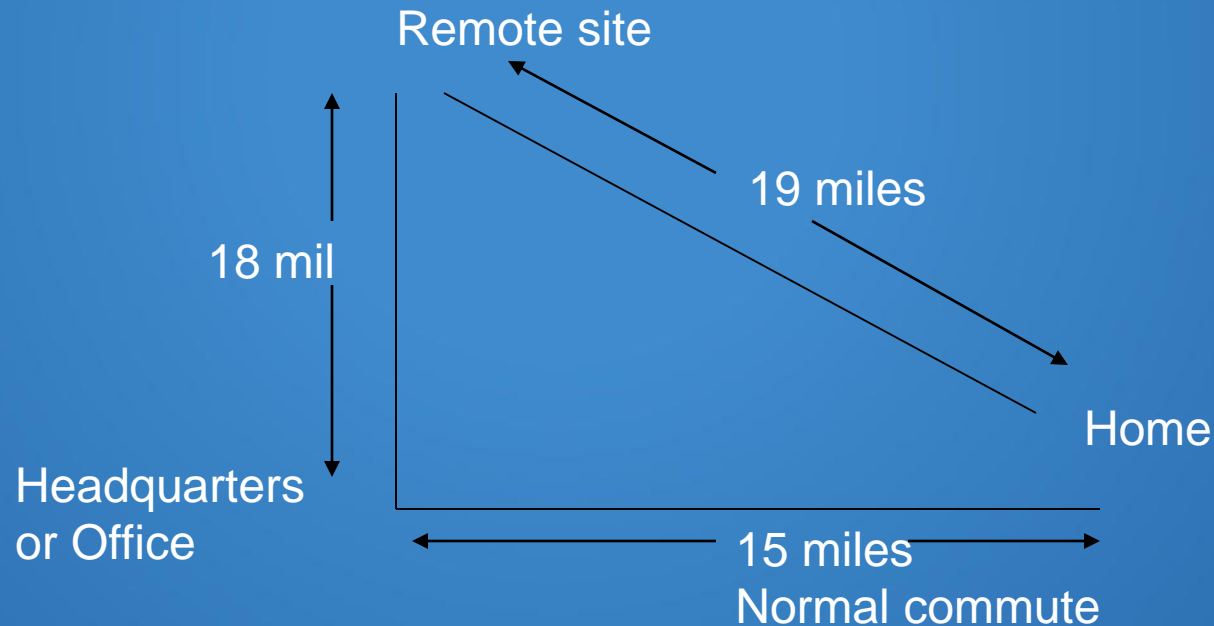
From Headquarters to Remote Site: 40 miles
From Remote Site to Headquarters: 40 miles
Total Business Miles: 80 miles



Example B

Employee drives from home to headquarters to remote site then back home from remote site. Total reimbursable miles is 22 miles. (Total miles traveled is 37 miles with a deduction of 15 one-way commute miles).

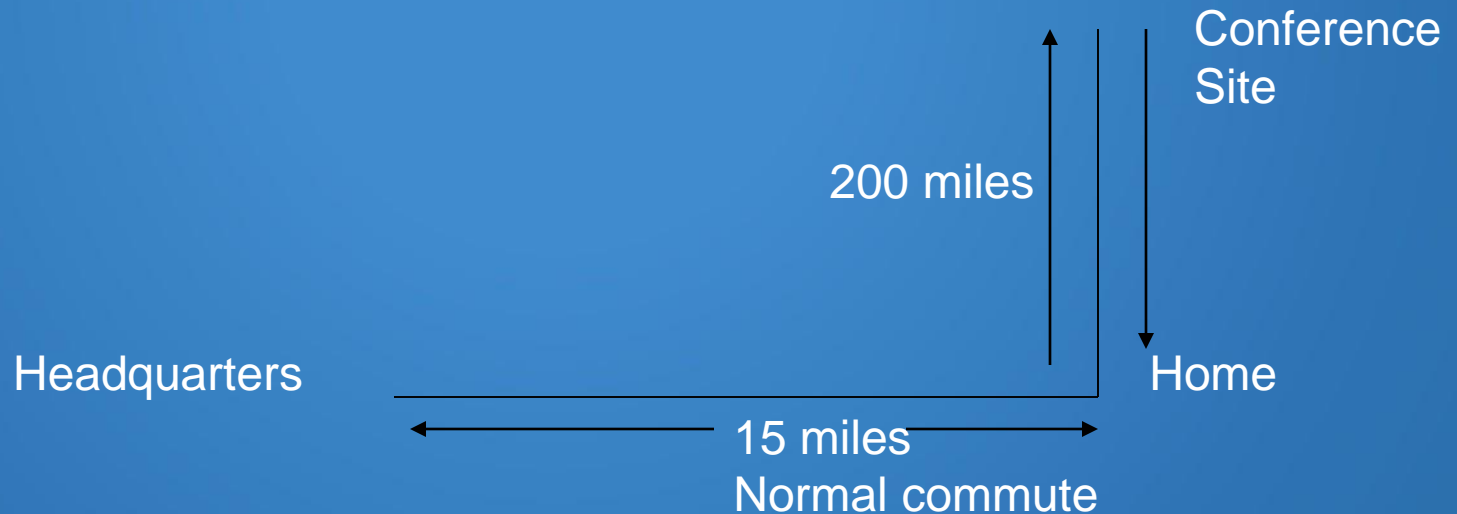
From Headquarters to Remote Site: 18 miles
From Remote Site to Home: 19 miles
Less Residence to Headquarters: -15 miles
Total Business Miles: 22 miles



Example C

Employee leaves from home to attend a conference 200 miles from home. Employee returns directly home after conference. Total business miles traveled is 370 miles. (400 miles to conference site and back less 30 round-trip normal commute miles.)

From Home to Remote Site:	200 miles
Less Home to Headquarters:	-15 miles
From Remote Site to Home	200 miles
Less Home to Headquarters:	<u>-15 miles</u>
Total Business Miles:	370 miles



Exceptions

- If travel occurs on a weekend or holiday, mileage is calculated from the point of departure with no reduction for normal commuting miles.
- If an employee does not regularly travel to an office/headquarters, the requirement to deduct normal commuting miles does not apply. Must indicate that employee has “no campus office” in the comments field.
- If travel occurs on a day that is not considered a normal work day for the employee. “The requirement to deduct normal commuting miles does not apply.”
- This exception does not apply to those working under the State’s telework policy. Therefore, if an employee works under the State’s telework policy and travels on a day covered by that policy, then the employee would be required to deduct normal commuting miles.

Motor Pool Vehicles

- Motor pool vehicles should be given priority when determining the method of transportation.
- Campus Planning and Facilities should be contacted via phone or email to check availability of motor pool vehicles.
- Traveler will receive email confirmation regarding availability of vehicle.
- If vehicle is available, prepare a Vehicle Request Form to reserve vehicle.
- Traveler must participate in fuel card training prior to traveling in a motor pool vehicle.
- Upon completion of trip, cost will be calculated and charged to requesting department.
- Personal use of a motor pool vehicle is prohibited.
- Friends and family members are not allowed to ride in the vehicle.
(Passengers being transported in a motor pool vehicle must have an official business relationship.)

In-State Motor Vehicle Rental

- Employees should utilize the statewide contract with Enterprise or Hertz Car Rental.
 - Enterprise Reservation Code: #03WESTG
 - Hertz Reservation Code: CDP#2018752
- Renting outside the state contract requires prior approval from DOAS.
- Form #SPD-NI005 should be used to request this waiver
- Approved car rental sizes are: compact, intermediate and full size. Other sizes require written business justification approved by the Department Manager.
- Vans may be rented for more than 4 passengers.
- Personal use of a State rented vehicle is prohibited.
- Friends and family members are not allowed to ride in the vehicle.
(Passengers being transported in a rental car under State contract must have an official business relationship.)

Out-of-State Rental of Motor Vehicles

- Employees should utilize the statewide contract with Hertz Corporation.
 - Hertz Reservation Code: CDP#2018752
- Renting outside the state contract requires prior approval from DOAS.
- Form #SPD-NI005 should be used to request this waiver
- Approved car rental sizes are: compact, intermediate and full size.
Other sizes require written business justification approved by the Department Manager.
- Vans may be rented for more than 4 passengers.
- Personal use of a State rented vehicle is prohibited.
- Friends and family members are not allowed to ride in the vehicle.
(Passengers being transported in a rental car under State contract must have an official business relationship.)

Rental Car SWC Waivers

- Department will need to complete the DOAS waiver request and submit completed form to the Director of Purchasing prior to travel.
- Must submit detailed justification as to why the state contract will not meet the needs of the traveler.
 - A savings of at least \$100 would need to be documented.
 - Waiver form does not need to be completed if the vendor does not have a presence at the rental location or does not have the type of vehicle required. A statement indicating this must be approved by the Department Manager and will need to be included with the reimbursement request.
 - Waiver form will be required if the vendor has a presence at the rental location and availability, but was not used.
- Reimbursement will not be made without the pre-approved waiver from DOAS, if needed. Waiver must be attached to the travel expense report with the receipt.

Air Travel

- Commercial air transportation should be utilized when it is more effective and efficient to travel by air than by vehicle.
- Employees who travel by air should obtain the lowest available coach airfare to the specified destination.
- Travelers should use nonrefundable fares when feasible.
- Since penalties/change fees may only be paid/reimbursed when the change is required by the Institution, it is recommended that airfare reservations not be made too far in advance.
- When selecting air transportation, traveler should consider the following:
 - Lower cost flights that are within two hours before or after preferred flight time.
- Upgrade fees for reserved or priority seating are not reimbursable.
 - Exception is if upgraded seating is the only economy seating on required flight; justification must be included with expense report submission

Air Travel - International

- Business class is reimbursable for international travel
- Prior written approval from Department Manager is required for this additional expense.
- For federally funded international travel, the Fly America Act mandates the use of U.S. flag air carriers for travel.

TAUTH/Cost Effective Transportation Worksheet

- Travelers may use the Travel Authorization/Cost Effective Transportation Worksheet to assist with the process of calculating the cost for various modes of transportation when traveling.
- Designed to allow for minimal data entry while presenting the cost information to the approver in a concise, all-inclusive format.
- Includes a printable TAUTH that can be used as a written travel authorization.
- Form is NOT required...considered an optional tool
- Form can be found at http://www.westga.edu/travel/index_12214.php

International Travel

- With proper documentation, justification and approval, the following may be reimbursed:
 - Commission for currency conversion or traveler checks when deemed necessary.
 - Bank charges for ATM withdrawals
 - Services of guides, interpreters, packers, or drivers when deemed necessary
 - Fees for the issuance of a passport, visa, vaccinations, inoculations, and affidavits when required for business international travel.

International Travel Meal Reimbursement

- Federal per diem rates applies to international travel.
- The daily incidental rate may be claimed to cover any incidental expenses incurred while traveling internationally. A traveler may not claim incidentals as individual items on the expense report.
- International travelers are eligible for 75% of the total per diem rate on the first and last day of travel.
- Incidental expenses include: tips to porters, baggage carriers, bellhops, hotel housekeeping, hotel staff, transportation to restaurants, etc.
- Incidental expenses do not include ground transportation, tips for taxi/shuttle or other reimbursable miscellaneous expenses.

Currency Conversion

- The following methods are acceptable for currency conversion:
 - Credit card statement: If the expense is charged, the credit card company will convert them to USD
 - Conversion charges via the internet. An acceptable site in Oanda Converter
 - Currency rate conversion based on actual cash exchange.

Prepaid Airfare

- University has contract with West Georgia Travel for employees to obtain airfare and have it billed directly to the University.
- Submit completed and approved travel authorization to West Georgia Travel.
- West Georgia Travel will book flight and issue invoice to University.
- University will make payment on behalf of employee.
- Expense will be charged to department at time of payment; no other action is required by traveler.

Parking Fees, Tolls, Mass Transit, Taxis & Shuttles

- Should be recorded on the travel expense statement as Commercial Transportation.
- Receipt is not required for expenses less than \$25.

Miscellaneous Travel Expenses

- Telephone/fax expenses incurred for work related telephone and fax charges.
- Internet usage charges for work related charges.
- Stationery/supplies/postage for a work related project.
- Baggage fees will be reimbursed for one (1) piece of checked baggage each way. If traveler is not charged for first piece of checked baggage, the State will not allow reimbursement for additional pieces.
- Excess weight charges will not be reimbursed.

Miscellaneous Travel Expenses

- Registration Fees for participation in workshops, seminars or conferences.
- Visa/Passport Fees may be reimbursed when the employer necessitates the use of a passport/visa and the employee does not currently possess such a document.

Unallowable Expenses

- Laundry (except when travel exceeds 7 consecutive days or for team uniforms)
- Valet services for parking when self-parking is available. (must provide explanation)
- Theater
- Entertainment
- Alcoholic beverages
- Visa/passport fees (except as noted on previous slide)
- Bank charges for ATM withdrawals (except for international travel)
- Refer to SAO travel policy for a complete list

Reimbursement Procedures

- Must submit reimbursement request using the Travel and Expense module of PeopleSoft Financials V9.2.
- A direct link to the website can be found on the Travel Services webpage.
- The electronic expense report should be entered and will automatically be routed through the proper approval process.

Reimbursement Procedures

- A paper copy of the expense report should be printed after electronic submission. This paper copy (signed by the traveler), along with the conference agenda and all associated receipts, should be submitted to the Office of the Controller for validation purposes.

Reimbursement Procedures

- Upon receipt of the approved electronic copy and the paper copy of the expense report, the Office of the Controller will validate the submitted expenses and process the reimbursement.
- Travel expense statements are processed in the order in which they are received.

Reimbursement Procedures

- Generally, all reimbursements will be direct deposited (via EFT) into the bank account setup through Human Resources.
- If reimbursement is issued by institutional check; please contact Randy Miller (x95329) for assistance to establish direct deposit.
- Except during month-end close out and other times of extenuating circumstances, EFT's are processed daily.

Reimbursement Procedures

- Employees are responsible for timely and accurate accounting of their travel expense.
- Travelers will only be reimbursed for their own expenses and not for expense incurred on behalf of another (exception is for group travel, team or Studies Abroad)
- Expense reports should be submitted within 10 days of travel but no later than 45 days after completion of the trip or event.
- Expense reports submitted between 45-60 days will require completion of the 45 Day Exception Form.
- Expenses submitted in excess of 60 calendar days, if reimbursed, will require the completion of the 45 Day Exception Form and will be included on the traveler's W-2 form as taxable income.

Required Receipts

- Receipts required for the following expenses regardless of amount:
 - Airfare
 - Lodging, zero balance receipt with an itemized breakdown of costs such as room charge, parking, internet, etc.
 - Rail Fares
 - Registration Fees
 - Rental of motor vehicles
 - Supplies
 - Visa/Passport Fees
- Receipts required for the following expenses if \$25 or more:
 - Baggage Fees
 - Commercial Transportation
 - Gasoline purchased for rental vehicles
 - Parking

Required Receipts

- Travel Services website contains specific details regarding the minimal receipt requirements for lodging, airfare, and car rental.
- Credit card slips or statements may not be accepted as proof of payment if they do not provide the needed level of detail.
- Receipts should contain:
 - Name and address of the vendor
 - Date of service
 - Description of service
 - Amount paid for each individual item.

Missing Receipts

- Missing Receipt Form may be used to document lost/missing receipts for expenses equal to or greater than \$25.
- The form must be approved by the department manager and attached to the travel expense statement.

Cash Advances

- Minimum amount of cash advance is \$200.
- Traveler can only receive a cash advance if traveler's current annual salary is \$50,000 or less.
- Exception is team or group travel, a traveler with a salary of more than \$50,000 can obtain a cash advance for only the team/group portion of the expenses.
- For specific University guidelines and procedures, please visit the Cash Advance guideline found on the Travel Services webpage.
- Traveler must reconcile outstanding advance before a new one will be issued (exception is when another trip begins within 5 working days of previous trip).
- If trip is cancelled, cash advance must be returned within 2 business days.
- Cash advances are available for travel to an employee, regardless of salary level, for international travel.

Cash Advances

- May receive funds for anticipated meals, lodging and transportation costs.
- Submit request using the Travel Advance Authorization Form. Include travel authorization, itinerary and roster (list of team/group). Must be received at least 5 business days prior to the first day of travel.
- An itinerary is a detailed record of your anticipated travel including dates and time of travel.
- Supporting documentation for expenses included as part of cash advance must be current quotes.

Cash Advances

- Travel Advance Authorization will be reviewed and approved by the Office of the Controller.
- Actual cash advance will be entered into PeopleSoft Expenses by Controller's office and routed for electronic approval.

Cash Advance

- Cash Advance will be issued via EFT or check depending upon payment method established within the PeopleSoft system.
- Efforts will be made to not issue cash advance payments earlier than 5 business days prior to date of departure.

Cash Advance Reconciliation

- Employee must reconcile (submit receipts) or return unused travel advance funds within 10 business days from the final date of travel.
- Payroll deduction is an alternative should the advance not be reconciled in a timely manner.
- Reconciliation of cash advance will be initiated by applying the cash advance to the expense report submitted by the traveler. Employee must provide all necessary receipts to substantiate stated expenses.

Approvals

- All levels of approval (level 1 and level 2) are responsible for:
 - Attesting that he/she has thoroughly reviewed each transaction and the supporting documentation.
 - Verifying that all transactions are allowable expenses.
 - Identifying potential or actual errors in expense reporting

Approvals

- Approver is equally accountable for all expenditures.
- Approver is able to judge the business appropriateness of each expenditure.
- Approval of exception indicates the approver is agreeing to the exception to the State travel regulations and he/she will be accountable for answering questions regarding the approval of the exception.
- Approver must be knowledgeable of what constitutes an exception.

Approvals

- Approvers are certifying:
 - Appropriateness of the expenditure and reasonableness of the amount
 - Compliance with funding agency regulations and State reimbursement policies
 - Completeness of documentation and accuracy

Important Reminders

- Obtain electronic or written authorization from department prior to travel.
- Submit the correct version of the printed copy. Please print the landscape view; not the portrait view.
- Submit the expense report with all necessary receipts.
- Be sure funds are available in your budget before submitting the expense report.

Important Reminders

- Submit the electronic expense report for approval after data entry.
- Retain the cost effective transportation documentation in the traveler's department.
- Provide the proper departure/return time for single day trips.
- Submit copy of official conference or meeting agenda indicating meals provided with expense report.

Important Reminders

- Any exceptions to these policies should be noted in the description or comment field of the expense report. If written explanation is submitted by the traveler, the appropriate Department Manager must approve prior to submission to the Controller's Office.
- Do not list registration or airfare that UWG has paid on traveler's behalf as "prepaid" on the expense statement.

Important Reminders

- Submit expense reports within 10 days of trip but no more than 45 calendar days from the last travel date.
- Submit receipts that indicate payment was made.
- Have the hotel/motel/occupancy tax excluded or provide explanation.
- Submit the team/group roster and detailed itinerary with all cash advance requests.

Important Reminders

- Enter separate expense type/line for any parking, internet, phone or other charges appearing on lodging invoice. Do not include these as part of lodging expense.

Additional Information

- Visit the Travel website at www.westga.edu/travel/ for information or to find necessary forms.
- Website also includes information about institutional specific guidelines.

Staff

- Questions regarding policy
Anita Saunders asaunder@westga.edu
ext. 96394
Lisa O'Neal loneal@westga.edu
ext. 95303
Randy Miller rcmiller@westga.edu
ext. 95329
- Questions regarding PeopleSoft data entry
Tricia Durrough pdurroug@westga.edu
ext. 96392