



### General Accounting Monthly Newsletter

#### Note from the GL Team

Happy New Fiscal Year! Hope everyone's FY22-23 is off to a great start. We would like to start by thanking everyone for their assistance navigating through the various fiscal year end activities. Beginning August 1<sup>st</sup>, our external auditors will begin the year end audit processes for FY21-22. During this process, you may receive request from the Controller's Office for various information and back-up detail. Please respond to these audit request as soon as possible. The audit is very time sensitive, so we need to have information pulled and distributed as soon as possible. The GL team is here to assist you as needed when pulling any UofSC General Ledger information out of PeopleSoft. Email us at [genacctg@mailbox.sc.edu](mailto:genacctg@mailbox.sc.edu) if you have any issues/questions.

#### Dates/Deadlines to Remember

Monday	August 1, 2022	8:00 AM	Start of FY21-22 year end audit processes
Wednesday	August 10, 2022	5:00 PM	Deadline to submit July Sales/Use/Admissions Tax Returns
Friday	August 12, 2022	5:00 PM	Deadline to submit July F&A adjustment journal entries
Thursday	August 25, 2022	5:00 PM	Team Card July billing cycle deadline
Thursday	August 25, 2022	5:00 PM	Travel Card July billing cycle deadline
Saturday	August 27, 2022	5:00 PM	P-Card July billing cycle deadline
Wednesday	August 31, 2022	12:00 PM	August Expense Module Correction forms (APEX) submitted to GL mailbox
Wednesday	August 31, 2022	12:00 PM	August AP JV Eforms completed and approved in PeopleSoft
Thursday	September 1, 2022	5:00 PM	August Journal Entries completed and approved in PeopleSoft
Monday	September 5, 2022		Tentative close of GL for August

#### GL Tip of the Month

##### Travel Tip #1: STUDENT AND NON-EMPLOYEE

This month we want to provide some tips and information on student and non-employee travel. [Travel](#) information and forms can be found on the Controller's Office website.

To begin the travel process for student and non-employee travel, create a Travel Authorization (TA) on the Finance Intranet and email the signed TA to [TESUBMIT@mailbox.sc.edu](mailto:TESUBMIT@mailbox.sc.edu) prior to the start of travel including the TA number in the subject of the email.

After travel is complete, use the Travel Reimbursement Voucher (TRV) to reimburse the expenses. The TRV and travel documentation should be emailed to [TESUBMIT@mailbox.sc.edu](mailto:TESUBMIT@mailbox.sc.edu) with the TRV number included in the subject of the email.

To expedite the reimbursement of travel expenses, we are requesting you submit a complete TRV packet as one attachment:

- Signed and Completed TRV: include payee name, valid address, dates, destination, time of departure and return, and have the signature of the traveler and the authorized signature.
- All paid receipts.
- Amendments to travel including updates to dates, destination, chart fields, and/or amount.

Join us **August 9, 2022**, from **9 am -10 am** for [Student and Non-Employee Travel Training](#) via Teams.

##### TRAVEL TIP #2: UPDATED - LODGING AND MILEAGE

The Lodging and Mileage rates have been updated for FY 2023:

- The lodging rate is adjusted annually on July 1<sup>st</sup> using the U.S. Bureau of Labor Statistics All Urban Consumer Price Index (CPI). The adjusted rate for FY23 is **\$404.88 per day**.
- For individuals who travel on university business using a personal vehicle, the reimbursement rate will be **62.5 cents per mile** (increase from 58.5 cents per mile).

For travel questions, please email [TEOFFICE@mailbox.sc.edu](mailto:TEOFFICE@mailbox.sc.edu).