**Travel Compliance Form and Process – Clarification -sent on Travel Listserv 07/22/2016**

Following up to the announcement sent in June 2016 regarding the new Travel Compliance Form and Process; please note that the form is required to be submitted **only** when the following exceptions apply.

* If the cost of airfare selected exceeds the thresholds listed on the form (screen shots of comparable flights with other carriers that match the travelers itinerary is also required in such cases).
* If the daily room rate exceeds $200 for domestic lodging and/or Department of State rate for foreign lodging.
* If you did not rent a compact car.
* If you did not rent with the state contract vendor Enterprise/ National.

The form and the instructions have been updated to reflect this clarification and attached here. They will also be available on the Travel website at this link <http://www.usf.edu/business-finance/controller/payment-services/travel.aspx>

If you have any questions, please contact the Travel Help Desk at [travelhelp@usf.edu](mailto:travelhelp@usf.edu) .

**Travel Compliance Form and Process - sent on Travel Listserv 06/08/2016**

As follow up to the announcement last week regarding discontinuation of Orbitz for Business (OFB), **effective immediately** all future bookings may be made outside of OFB using an online travel booking website, travel agency  or directly with the provider.  OFB can be used for new bookings only up to June 30. Access to the OFB system will remain available to users for making any changes to preexisting bookings or printing documentation, through August 14, 2016.

To maintain compliance with Florida State Statute 112.061 which calls for use of the most efficient and economical means of travel, a new procedure has been developed. **Starting today, for all new bookings outside OFB,** the Travel Compliance Form (attached here) **must** be completed at the time of booking and included in the travel expense report receipt package.  The form and the instructions can also be accessed from the Travel website at this link <http://www.usf.edu/business-finance/controller/payment-services/travel.aspx>

Thank-you in advance for your support and cooperation as we make this transition.  If you have any questions, please contact [travelhelp@usf.edu](mailto:travelhelp@usf.edu)