Increase in Airfare Thresholds

USF Travel Community:

In the past several months we have experienced inflationary pressures along with high travel demand and limited supply resulting in rising airfares.

Understanding that airfares are higher than in prior years we are raising the dollar threshold which requires documented comparative airfares and justification in Archivum Travel.

We are pleased to announce the following:

* The threshold for domestic airfare comparatives is increased from $500 to $750
* The threshold for international airfare comparatives is increased from $1250 to $1500.

These changes will reduce administrative burden and improve efficiencies for travelers and transaction submitters and are effective immediately.

If you have any questions regarding these changes please contact our Travel Helpdesk at travelhelp@usf.edu.