**Travel Checklist Updated - sent on Travel Listserv 01/18/2017**

**Travel Checklist** on the Travel website has been updated.

This checklist will help familiarize new and existing employees with current business travel rules and procedures at the University of South Florida. This document should function as a summary reference guide as requests for permission to travel are submitted, as travel is conducted and as travel expense reports are created and submitted.

Following the checklist will result in more accurate submissions and faster reimbursements to Travelers.  For further detailed requirements please refer to USF [Travel Manual](http://www.usf.edu/business-finance/controller/documents/travelmanualdec2016.doc)

If you have any questions, please contact our Travel Help Desk travelhelp@usf.edu