**Travel Manual Revised - sent on Travel Listserv 12/16/2016**

The following revisions have been made to Travel Manual and are effective immediately.  The new version is available at[:](http://www.usf.edu/business-finance/controller/documents/travelmanualdec2016.doc)  <http://www.usf.edu/business-finance/controller/documents/travelmanualdec2016.doc>

**Travel Authorization:** Inserted new paragraph regarding USF System Policy 10-507 on page 9 that all student international travel should be registered and authorized.

The new paragraph on page 9 is as follows: *“In accordance with USF System Policy 10-507, all student international travel must be registered with Education Abroad Office or USF Health and must be authorized by USF World.  Comprehensive guidelines can be found at:* [*http://educationabroad.global.usf.edu/*](http://educationabroad.global.usf.edu/)*and USF Health at* [*http://health.usf.edu/international/travel-processes.htm*](http://health.usf.edu/international/travel-processes.htm) *.  This applies to students, faculty, staff and volunteers associated with student travel.”*

**Car Rental:** Inserted new paragraph on page 20 regarding International car rental.

The new paragraph on page 20 is as follows: *“The state contract with Enterprise/National does not apply to international travel.  Vehicles should be rented only from legitimate licensed, insured and regulated agencies abroad. When renting a vehicle internationally, it is recommended that coverage for accident insurance, personal insurance and roadside assistance be purchased from the rental provider in that country.”*

**Domestic Lodging**:  Explicit approval of the department head or above is no longer required when the nightly hotel rate exceeds $200. Removed the paragraph on page 26 to reflect the change in policy. The Travel Compliance Form has been updated and the new updated form is now available at: <http://www.usf.edu/business-finance/controller/documents/travelcomplianceformdec2016.pdf>

Inserted new paragraph on page 26 on the recent Florida Legislature mandate that lodging paid with state funds may not exceed $150 per night for events sponsored and organized by the University of South Florida.

The new paragraph on page 26 is as follows: *“For Fiscal Year 2016-2017, the Florida Legislature mandated that lodging paid with state funding may not exceed $150 per night for events sponsored or organized by the University of South Florida.  State funds include all E&G funds and state sponsored grants.  Amounts exceeding $150 per night may be paid through an alternative funding source*.”

Inserted new and revised wording on page 16, 17, 19, 20, 26 and 29 to be consistent with the requirements of the **Travel Compliance Form**

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