**Process Change for Small Dollar Amount Corrections - sent on Travel Listserv 11/29/2016**

The Travel Department is pleased to announce a change in process for handling miscellaneous small dollar amount corrections identified during expense report audit.

Effective immediately, Travel will make necessary corrections for amounts totaling less than $25, rather than the current practice of sending back the expense report for department revision.

This new process provides a time savings by eliminating the need for rerouting of minor changes back through department workflow approvals. It also eliminates the time and inconvenience of requiring a new signed coversheet for the non-material corrections.

Below is a summary of the new process.

* The report will be put ‘On Hold’.
* An e-mail will be sent to the traveler and submitter informing of the corrections made.
* Traveler and submitter will have 3 business days to respond if they **do not agree** with the corrections.
* If no response is received, report will be approved as communicated.

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