**Travel Manual Change - Domestic Lodging – sent on Travel ListServ on 11/17/2017**

The following revision have been made to the Travel Manual and are effective immediately.  The new versions are available at: <http://www.usf.edu/business-finance/controller/payment-services/travel.aspx>

**Domestic Lodging:** Justification threshold for Domestic lodging on page 26 of the Travel Manual has been updated from “nightly hotel rate (before taxes) exceeds $200” to “nightly hotel cost per person (including taxes and fees) exceeds $250.”

The Travel Checklist, Travel Compliance Form and the Travel Compliance Instructions have been updated to reflect this change.

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