**Travel Manual Update – Mileage – sent on Travel ListServ on 01/05/2018**

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

**Mileage:**  Reworded the paragraph to clarify that mileage to a destination should only be claimed in excess of daily commute. The new wording on page 18 reads as follows:

“**A Traveler is authorized to claim mileage to a destination (other than headquarters) in excess of their regular commute. If a Traveler must travel to a destination (other than headquarters) during non-regular work days, the Traveler may claim miles from residence.**

**Under no circumstances shall a Traveler be reimbursed for expenses in traveling between a Travelers’s home and the Traveler’s headquarters or regular place of employment.”**

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