**Updated Travel Checklist –sent on Travel Listserv 08/30/2016**

Travel Department has updated the [Travel Checklist](http://www.usf.edu/business-finance/controller/documents/travelchecklist083016.doc) on the Travel website.

Travel submitters will find the checklist as a useful tool and reference point when submitting expense reports. Following the checklist will ensure faster and more accurate reimbursements.

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