**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.