

Important Travel Reminders

USF Travel Community:

- **Transactions for Travel Trips:** When expenses for a given trip are shared by multiple departments, only one Travel Request and Expense Report should be submitted per trip. Traveler, Travel Coordinator, and representatives from the departments must collaborate before and during submission of the Travel Request and Expense Report to ensure funding is properly allocated in the single transaction for the trip. This is particularly important for departments that work with student travelers that may have affiliation with multiple departments.
- **Mileage and Daily Commute:** Per the Travel Manual, under no circumstances shall a traveler be reimbursed for expenses in traveling between a traveler's home and the traveler's headquarters or regular place of employment. An approved telecommuting agreement or flexible work agreement is not a change in official headquarters for travel/commuting purposes. Supervisors and Fiscal Approvers should ensure the daily commute is deducted from any mileage claims in Expense Reports.