

## Training Reminder – Travel Rules and Requirements and Travel Analytics

USF Community:

- **Travel Rules and Requirements** training is available online and can be accessed by going to **GEMS Employee Self Service > Learning & Development > Request Training Enrollment**. Course number (FSTTRV) or by going to **MyUSF > My Resources > USF Employee Learning** and searching for Travel.

This training is a requirement for Travel Coordinators to gain system access to create, submit, and manage Travel for others in their department.

On successful completion of online training, you will receive an acknowledgement that needs to be attached to the [FAST Access Request Form](#) when requesting Travel Coordinator access.

Any questions or feedback to the training can be directed to the Travel Helpdesk [travelhelp@usf.edu](mailto:travelhelp@usf.edu)

- The next **Travel Analytics Dataset** Instructor-led session conducted by IT is scheduled for **Tuesday, August 29, 9:00 am-12:00 pm**. You can register [here](#) to attend. It is a comprehensive session on the self-service dataset, which covers the data found in the dataset, as well as a hands-on portion for you to create a report on your own in Power BI and work with the data in Excel. To reap the full benefits of this training, you should have build access to the dataset.

Visit the [Bulls Data Hub Knowledge Center](#) to watch the welcome video, and navigate below on that page to enroll in the self-paced “**Data Literacy Training**”. Completing the **Self-Paced Travel Analytics Dataset module** will allow you to be eligible for build access. If you need more information contact IT at [it-analytics@usf.edu](mailto:it-analytics@usf.edu)

**UCO Travel and Accounts Payable**

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