

Travel Manual Revised –
May 2023

USF Travel Community;

The Travel Manual has been revised and the changes are effective immediately. The new version is available on the Travel Website. Please remember to clear your browsing history to ensure you are accessing the latest version.

Summary of the key changes follows:

Page 2 – **Travel Training** – Updated language that Travel Rules and Requirements training is now available through USF Employee Learning.

Page 5 – **Definition -Traveler** – Updated language to include Research Study Participants

Page 7 – **Traveler Profile** – Added department submitters responsibility to consult with Payroll and Tax Services at [UCO Payroll NRAIC@usf.edu](mailto:UCO_Payroll_NRAIC@usf.edu) to ensure that payment to a nonresident alien is allowable prior to form submission of Non-employee Creation Request to Travel.

Page 9 – **RIO Approval** – Added RIO approval requirement for Foreign Travel.

Page 24 – **Expenses Not allowed** – Included damaged along with lost or stolen personal property.

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