Important Travel Reminders

USF Travel Community:

As we approach the winter break, below are some reminders to help you plan for any required business travel appropriately.

* All Non-employee Creation Requests should be submitted **by December 15th** to [travelhelp@usf.edu](mailto:travelhelp@usf.edu)to guarantee the traveler is available in the system prior to closing for winter break.
* Any Cash Advance needed for intended travel during or immediately following winter break should be submitted and approved in the department **by noon on December 19th**.

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