Streamlined Model for Travel Processing

USF Travel Community,

The announcement of the travel streamlining in the Budget Committee update, highlighted below, communicates a departure from the traditional centralized travel expense report review processes at USF prior to payment.

Among many benefits, the new model:

* Appropriately assigns travel compliance to travelers, submitters and approvers, not a central review team.
* Reduces time-consuming administrative effort in corresponding with a central travel reviewer for documentation.
* Provides for faster travel reimbursements.

As we operate in the updated model, a few helpful reminders:

* All USF business travel is subject to the requirements of Florida Statute 112.061. Travelers, transaction submitters and approvers should have a working knowledge of USF travel procedure and the USF Travel Manual guidelines are a valuable resource to support compliance with statute.
* A traveler’s signature on an expense report is their certification that, among other things, it is true and correct and conforms with Section 112.061, Florida Statutes.
* Supervisors and fiscal personnel must review back-up and verify compliance when approving Travel Requests and Expense Reports.
* While the overall volume of central reviews is significantly reduced, the adjusted program includes a random sampling approach after payment. If contacted during this review, please respond to questions or clarification requests timely.

The Travel website contains a wealth of information to guide and support you, including the Travel Manual, checklist, FAQ’s and user training. We encourage you to use these resources and will continue to look for opportunities to expand or enhance available resources in the coming weeks and months. <https://www.usf.edu/business-finance/controller/payment-services/travel.aspx> .

As always, if you are unable to find the answers to your questions using readily available resources, contact our Travel helpdesk at travelhelp@usf.edu.