Travel Manual Revised

Dear Travel Customer,

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.

Some of the significant changes are listed below.

- **Page 8 – Travel scope change** – Inserted new wording “Any change to the scope of an approved trip, such as adding travel days or destinations which incur additional cost, is a scope change which requires authorization by canceling the original Travel Request and submission and approval of a new Travel Request. If a traveler changes the scope of a trip after travel start date, incurring additional cost, submittal of a Post-Travel Authorization Travel Request and a separate Expense Report is required for the incremental expenses.”

- **Page 11 – Cancelled travel with no net cost** - Revised wording to no longer require an expense report for cancelled travel where no trip took place and no net costs were incurred.”

- **Page 26 – $ 150 lodging per night** – Revised wording to clarify it applies only to university employees “For the current fiscal year the Florida Legislature has mandated that lodging paid with state funding may not exceed $150 per night for university employees for events...”

In addition, other minor refinements were made to the Travel Manual wording. We encourage you to review the new version to ensure you are current with your understanding of the policy.

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

**Sheraine Araujo**
Assistant Controller
University Controller’s Office, Payment Services - Travel
University of South Florida
4202 E Fowler Ave, ALN147, Tampa FL 33620
813-974-5672