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Dear Travel Customers,

Please be reminded of the following when submitting Non-employee Profile Creation Request forms to Travel:

- Travel Coordinators should ensure **date of first travel expense** (registration, etc.) either traveler paid or paid via PCard is accurately recorded on this form. Providing an inaccurate date will result in system issues during workflow and delay transactions.
- Travel Coordinators should also validate the full name and current address of the traveler with a valid photo id prior to submission to avoid check returns and duplicate profiles.

Travel Coordinators, please ensure compliance with this important requirement. The Non-employee Profile Creation Request form has been updated on our website and should be used going forward. Please ensure any saved electronic copies of the old forms are deleted.

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

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