Travel Manual Revised – April 2022

Dear Travel Customers,

As part of our ongoing effort to provide improved efficiencies and enhancements to the travel process while also considering the time and productivity of our travelers we are pleased to announce that the eligibility for business class airfares has been reduced from one segment longer than 9 hours duration to one segment longer than **8 hours** duration.

Page 17 of the Travel Manual has been revised and this change is 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.

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