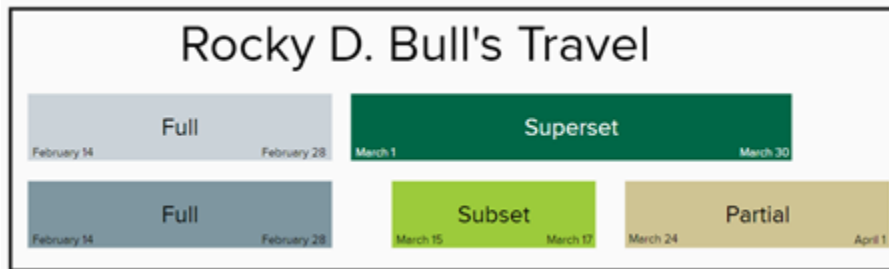


Travel – Potential Duplicate Payments Report

USF Travel Community,

As we continue to update guidance and provide valuable tools to the community, a new report - Potential Duplicate Payments is now available to you in Power BI to help in identifying if any travel expenses were inadvertently paid twice.

This report is based on overlapping dates for the expenses and filters for four types of overlap are available for your review as seen in screen shot below.



Note that this report only identifies potential duplication and departments must review the details of both Expense Reports and ensure travelers were reimbursed accurately.

If travelers were reimbursed incorrectly and need to repay the University, please refer to [Funds Repayment Guide](#)

All Travel Coordinators have access to [USF Travel Reports](#). If you are a new Travel Coordinator in your department, you can learn more about Travel Reports by visiting the [Travel Website](#).