

## Travel training is now available online!

USF Travel Community:

We are pleased to announce a major improvement in delivery of the Travel Rules and Requirements training. It is now available on-demand online!

All USF employees can learn and review the material in this training course at your own pace and at a time which works best for you.

The training can be accessed by going to GEMS Employee Self Service > Learning & Development > Request Training Enrollment. Search by Course number (FSTTRV). Click on 'Online Training Link' which will take you directly to the course to 'Enroll'.

It can also be accessed by going to MyUSF > My Resources > USF Employee Learning and searching for Travel.

This training is a requirement for Travel Coordinators to gain system access to create, submit, and manage Travel for others in their department.

Once you have successfully completed the online training, you will receive an acknowledgement like the one attached to this message. You will need to attach this to the FAST Access Request Form when requesting Travel Coordinator access.

Any questions or feedback to the training can be directed to the Travel Helpdesk [travelhelp@usf.edu](mailto:travelhelp@usf.edu)