

Travel Manual Revised – October 2023

USF Travel Community,

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.

Summary of the key changes follows:

Page 16 – **Partnership with Southwest Airlines** – Added language on new partnership with Southwest Airlines.

Page 20 – **Increased rate for tips** – Increased rate for tips from 18% to 20%

Page 24 – **Tips in restaurants** – Clarified tips in restaurants are not reimbursable when associated with meal allowance.

Page 25 – **Business meals** – Added business meals on travel are allowed only under certain circumstances. Guidance is available on the Travel Website.

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