Travel Manual Revised – February 2022

Dear Travel Customer,

The Travel Manual has been revised to provide improved efficiencies for department users and central travel staff. These 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 key revisions follows:

* Page 8 – Post-Travel Authorization – Eliminated requirement for additional review and approval beyond Vice President approval.
* Page 8 – Scope Change – Eliminated need for Post-Travel Authorization and additional Expense Report for incremental costs.
* Page 10 – Timeliness – Removed restriction on processing Expense Reports received six months from last date of Travel and instead can be processed by approval of Vice President.
* Page 10 – Timeliness – Removed restriction for processing Expense Reports for terminated employees after 30 days allowing payment to be processed on a non-employee record.
* Page 14 - Reimbursement of a Flat Amount – Eliminated requirement for specific order of expenses to improve the process of submittal and review of such transactions.
* Page 16 – Airfare – Provided improved guidance on pulling airfare comps when required by procedure.
* Page 26 - Domestic Lodging – Eliminated Travel audit questions and follow-up on double occupancy lodging receipts.

There are some other less significant changes so we encourage you to review the new version to ensure you are current with your understanding of all travel guidelines and procedures.

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