**Travel GL Account Code Changes – sent on Travel ListServ on 05/10/2017**

The University Controller’s Office is pleased to announce a new streamlined General Ledger account structure for recording travel-related transactions.

Effective July 1, travel expense types in the FAST Travel Module and in Archivum Travel will map to only six GL accounts:

* Travel In State
* Travel Out of State
* Travel Foreign
* Mileage – In State Travel
* Mileage – Out of State Travel
* Mileage – Foreign Travel

Accounts available for selection on travel-related purchase requisitions and PCard reconciliations are also limited to the above list of six.  Those modifications have already been made in FAST and are effective immediately.

Benefits of the change are simplified accounting entries, less clutter on Finance Mart reporting and ease of reconciling Archivum Travel PCard charges in the PCard module.

If you have any questions please contact [travelhelp@usf.edu](mailto:travelhelp@usf.edu) .