**2016 Florida Legislature House Bill 5003 – Changes to Travel Requirements – Clarification - sent on Travel Listserv 09/23/2016**

Following the announcement sent last week regarding the 2016 Florida Legislature House Bill 5003, please note that House Bill 5003 was passed in April as part of the state budget appropriations and is **effective July 2016**. USF Travel was not made aware until mid-September when we heard from the State University System and confirmed with USF’s Office of General Counsel prior to sending out the message last week.

Since this change is **effective July 1 2016**:

* For those expense reports already paid where lodging exceeded $150 for events sponsored and organized by USF, departments will need to reallocate the amount over $150 to a non-state funded chart field.
* For travel that has already occurred, please ensure that when submitting the expense report amount exceeding $150 for events sponsored or organized by USF, is charged to a chart field that is not state funded.
* For future lodging arrangements for events sponsored or organized by USF, ensure that lodging costs are kept under $150. Any amount exceeding $150 may be paid through an alternative funding source.

State funds include all **E& G funds and state sponsored grants**.

This change only affects travel to **events sponsored or organized by University of South Florida**

Please note that this does not change the policy requirement that domestic lodging over $ 200 requires justification and the explicit approval of the department head.

Travel department is committed to assist departments in implementing this change. Please contact the Travel helpdesk at [travelhelp@usf.edu](mailto:travelhelp@usf.edu) if you have any questions. Travel can also assist with identifying the lodging expenses already paid using state funding since July 1 2016 and provide a report.