**FAST Queries for Managing Travel Delegates – sent on Travel ListServ on 07/05/2017**

As an ongoing effort to provide better tools to Travel system users, Travel department working with Information Technology has developed two public queries in FAST to assist Departments and College/ Units to review and update delegates that should have access to Travel systems.

U\_TRAVEL\_DELEGATES\_BY\_DEPT – the prompt is your GEMS department number (ex. 0-1213-000, 3-5102-000)

U\_DELEGATES\_W\_COLLEGE\_PROMPT - the prompt is the full name of the college or Unit. (See attached list)

We request you to run the queries and identify any changes needed

If any changes need to be made

* Download the query in Excel
* Identify the changes that need to be made by adding comments in an additional column.
* Attach the spreadsheet with the requested changes to an e-mail.
* In the subject line include ,‘Travel Delegates update – ( Insert department/ college/unit name) ‘
* Send it to [Travelhelp@usf.edu](mailto:Travelhelp@usf.edu) .

These queries are for delegates only. A Travel Coordinator will not show in the results unless they are a delegate for some of the travelers and also a Travel coordinator.

If you see delegates from other departments for some employees/ non-employees in your area, please check to see if the employee has a dual appointment in the other department or a non-employee record in another department before requesting to remove them from the list.

The queries above are to be used for department/ college/ unit delegate clean-up effort only . For adding any new delegates please continue to use the [Delegate Assignment Request](http://www.usf.edu/business-finance/controller/documents/traveldelassign.doc) form . To better manage the travel delegates, as employees join and leave the department or if you have a large department with many travelers, consider converting your delegates to Travel Coordinators by contacting Travel department for further guidance.

For any other questions, please contact our Travel Help Desk [travelhelp@usf.edu](mailto:travelhelp@usf.edu)