**Travel Manual Change - Domestic Lodging – sent on Travel ListServ on 11/17/2017**

The following revision have been made to the Travel Manual and are effective immediately.  The new versions are available at: <http://www.usf.edu/business-finance/controller/payment-services/travel.aspx>

**Domestic Lodging:** Justification threshold for Domestic lodging on page 26 of the Travel Manual has been updated from “nightly hotel rate (before taxes) exceeds $200” to “nightly hotel cost per person (including taxes and fees) exceeds $250.”

The Travel Checklist, Travel Compliance Form and the Travel Compliance Instructions have been updated to reflect this change.

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