**Travel Manual Revised – sent on Travel ListServ on 08/03/2017**

The following revisions have been made to the Travel Manual:

* Revised verbiage on training resources, page 2
* Corrected statement on questioning of apparent omissions, page 13
* Updated wording on travel paid to consultants or suppliers, page 15
* Clarified receipt requirements for incidentals, supplies and services, page 23
* Implemented minimum dollar threshold for issuance of cash advances, page 30

Be sure to familiarize yourself with the provisions of these sections, and of the Travel Manual overall.

Also, due to some very distinct differences between the FAST Travel Module and Archivum Travel, we have added **a new parallel version of the Travel Manual dedicated specifically to Archivum Travel**.  Both the FAST version and the Archivum version are available on the [Travel website](http://www.usf.edu/business-finance/controller/payment-services/travel.aspx).