**Updated Travel Checklist | Sent via Travel ListServ | August 5, 2019**

An updated Travel Checklist is now available on the [Travel Website](https://www.usf.edu/business-finance/controller/payment-services/travel.aspx) via the link below.

<https://www.usf.edu/business-finance/controller/documents/travelchecklist.doc>

Please be sure to use this checklist as a guide to your expense report submittals, as compliance will support more timely audit and approval.