Dear Travel Customer,

The Travel Manual has been revised and the changes are effective for trips starting January 1, 2020. The new version is available on the Travel Website.

Some of the significant changes are listed below.

- **Airfare** – Revised wording on allowable airline fare classes and provided a link to new Airline Class Guide to clarify what is allowable and not allowable. The Airline Class guide is also posted on the Travel website.
- **Seat Selection** - Removed the prohibition for seat selection costs. Seat selection costs are now reimbursable with a valid receipt.
- **Flat Per Diem** – Revised wording to allow Travelers to claim either Flat Per Diem or actual meal allowance and lodging for different days in the same trip.

In addition, other minor refinements were made to the Travel Manual wording. We encourage you to review the new version to ensure you are current with your understanding of the policy.

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