

## **Delegate Assignment Form Updated | Sent via Travel ListServ | July 29, 2019**

Please note the [Delegate Assignment Form](#) has been updated on the Travel website and should be used for all future Delegate Assignment Requests.

As a reminder please review and update existing delegates that should have access to Travel system in your department.

The following public queries in FAST can assist you in your effort to identify any changes needed.

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)

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.

**For you 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 completing part D of [FAST Access Request Form](#) and submitting to FAST Security, ALN 147**

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