Travel Manual Revised – October 2022

USF Travel Community:

The Travel Manual has been revised and the changes are effective immediately. The new version is available on the [Travel Website.](https://www.usf.edu/business-finance/controller/payment-services/travel.aspx) Please remember to clear your browsing history to ensure you are accessing the latest version.

Summary of some key changes follows:

Page 8 - Mileage-only – Updated language to streamline process and allow inclusion of gas for a state vehicle to be reimbursed via a mileage-only expense report. This can be submitted quarterly without a travel request unless travel is to a conference in which case a travel request is required.

Page 10 – Timeliness – Updated language to improve efficiency in reducing timeliness approvals. Changed the requirement from “not fully approved in department workflow more than sixty (60) calendar days after the last day of travel” to “not submitted into department workflow more than sixty (60) calendar days after the last day of travel”

Page 16 – Virtual Conference - Added language to clarify handling of virtual conference registration costs. The preferred method of payment is always PCard and does not require submission of travel request and expense report in Archivum.

There are some other minor changes, so we encourage you to review the new version to ensure you are current with your understanding of all travel guidelines and procedures.

If you have any questions, please contact the Travel Help Desk at [travelhelp@usf.edu](mailto:travelhelp@usf.edu).