



Travel Updates and Reminders

USF Travel Community:

- x **Reminder:**Last September a new streamlined model for travel processing was communicated to the community. As we continue to see the benefits of this model with faster travel reimbursements and reduced administrative effort in corresponding with central Travel reviewers for documentation, this is a reminder that travelers, submitters and approvers are responsible for compliance to Florida Statute 112.061 and USF Travel Manual guidelines, not the central review team.
- x **Travel Training:**Travel continues to work to convert the “Travel Rules and Requirements” training to an online self-paced model however the implementation has been delayed. In the interim, monthly instructor led training is offered via Teams and you can sign up via GEMS. To ensure no delay in gaining access until attending the monthly training, Travel Coordinators can request access, and temporary access will be provided until full training is completed subsequently. Travel Coordinators can visit the Travel website which has a wealth of information to guide and support you. Besides the Travel Manual, checklist, FAQ’s and user training guides, a new section ‘Business Process Guides’ has been added, and the FAQ’s updated to enhance and expand available guidance.
- x **Travel locations/destinations:** InternationalTravel locations/destinations are automatically added in the Archivum Travel system as available with the Department of State Website.If the city you are traveling to is not available, you should select [Other]. For domestic locations within the United States, if a location is not available, you can send a request to the Travel Help Desk travelhelp@usf.edu