

USF Travel Community:

- x Transactions for Travel Trips: When expenses for a given trip are shared by multiple departments, only one Travel Request and Expense Report should be submitted per trip. Traveler, Travel Coordinator, and representatives from the departments must collaborate before and during submission of the Travel Request and Expense Report to ensure funding is properly allocated in the single transaction for the trip. This is particularly important for departments that work with student travelers that may have affiliation with multiple departments

- x Mileage and Daily Commute: