

Checklist for USF Employee Travel

NO travel arrangements can be made prior to a TAR approval in Archivum

BEFORE TRAVEL

	Email completed TAR form to kmwilkinson@usf.edu at least 25 business days prior to travel
	TAR number will be sent to traveler by Archivum and/or CAS Business Support Service (BSS)
	Make travel arrangements after TAR number has been received. If In-State travel, please ensure you are not charged sales tax
	Register for Conference
	Make Airline reservation (must use coach or economy class. May prepay for 1 pc baggage)
	Make Hotel reservation (\$200 per night maximum unless reservation is with conference hotel)
	Make Car Rental reservation (Must use Enterprise/National Car Rental booked directly through Enterprise—contract # XZ42D09)

SAVE THE FOLLOWING AND SUBMIT RECEIPTS TO kmwilkinson@usf.edu within **three (3) business days** of PURCHASE

	Trip Itinerary/Conference at a glance/Agenda can be submitted within three (3) business days of return
	Conference Registration receipt
	Airfare receipt. Must show dollar amount & zero balance (Confirmations are not acceptable)
	Hotel/Lodging receipt. Must show dollar amount & zero balance (Confirmation are not acceptable)
	Car Rental receipt (Confirmation are not acceptable). Gas receipts are allowed for rentals.
	Airline Baggage fee receipts
	Transportation receipts (ex. Shuttle, taxi, train)
	Tolls, portage, tips (check USF Travel Manual for guidelines for these expenses)
	Note: Meals are reimbursed at the standard State rates: Breakfast—\$6, Lunch—\$11, Dinner—\$19. Meal allowance is based on arrival and departure times. Meals that are included in the conference registration will not be reimbursed. Meals provided by an airline or hotel are not deducted from the meal allowance.
	Mileage-In-State. Provide beginning & end destination address

The Travel Expense Report will be sent to the traveler for signature by the CAS BSS Office.

While keeping/submitting all receipts is good practice, please remember that the reimbursement amount will not exceed the Department agreed preset amount of \$750.00 per traveler per year.

If you have any questions pertaining to travel, please contact Kelsey Wilkinson (kmwilkinson@usf.edu).

The USF Travel Manual can be found on the Department share drive:

file:///P:/CAS/PHI%20Admin/Travel/travelmanualaugust2017archivum1%20(1).pdf