

USF Travel Chatbot

USF Travel Community:

First launched in December 2023, the USF Travel Chatbot has provided you with a convenient source for quick answers to travel questions. Over the past several months, Travel and Information Technology have worked together to further improve the user experience provided by the Chatbot.

We encourage you to continue to use the USF Travel Chatbot. You will not only receive instant answers to your pressing travel questions, but you will also help Travel and Information Technology with data that can be used to further enhance the user experience. You can access the Chatbot by clicking on the green chat icon in the bottom right corner of several USF Travel webpages.

Travel & Accounts Payable

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TRAVEL OVERVIEW

The Travel Department is part of Payment Services in the University Controller's office. Travel staff audits submissions for compliance with current university policies and procedures and processes payments to employees and university guests incurring travel expenses for USF business travel. Please refer to the links on these pages for relevant information, important forms and direction regarding the proper submission of requests.

[Travel Help Desk](#)

TRAVEL MANUAL AND GUIDELINES

[Travel Manual](#) provides the primary rules for USF business travel.

[Travel Manual](#)

[Travel Airline Class Guide](#)

[Travel Checklist](#)

[Travel Pocket Guide](#)



As you explore the Chatbot, you can direct questions about the tool or issues encountered to the Travel Help Desk (travelhelp@usf.edu).

UCO Travel and Accounts Payable

[News and Announcements](#)

University of South Florida