

## USF Travel Chatbot

USF Travel Community:

We are excited to announce the launch of the new USF Travel Chatbot, now available on the USF Travel website! This new tool allows you to instantly get answers to your pressing USF Travel policy and procedure questions.

The Chatbot is an intelligent conversational tool using Generative Artificial Intelligence (GenAI) that was designed in partnership with Information Technology. It is trained on content from our Travel Manual to provide accurate responses to the most common inquiries we receive from the USF Travel Community. GenAI provides opportunities to ethically, efficiently and effectively advance our institutional mission. USF is committed to actively engaging with this rapidly developing technology to maximize these opportunities.

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](#)



Powered by Zammo.ai, the Chatbot is a dynamic tool that we will be able to continuously improve based on your feedback. Travel and Information Technology will collect and analyze Chatbot usage data and use this data to further refine the tool to best meet the needs of the USF Travel Community.

As you explore this new website feature, you can direct questions about the tool or issues encountered to the Travel Help Desk ([travelhelp@usf.edu](mailto:travelhelp@usf.edu)).

We hope you find the new USF Travel Chatbot to be a convenient source for quick answers while planning your USF business travel.

**UCO Travel and Accounts Payable**

[News and Announcements](#)

University of South Florida