

Business Procedures for Faculty

Business Travel

- All travel must be pre-approved with an electronic travel request.
 - Travel requests should be submitted as soon as you know you are traveling, but no later than 14 days before the date of travel to allow for processing and approvals. You can [submit travel requests](#) through the College of Arts & Sciences Business Support Services (BSS) office. Your department may have additional steps that could be required before you submit a travel request to BSS – please check with your department staff to see if any apply.
- BSS can assist with making and paying for travel arrangements.
- If you make your own arrangements, please make sure you comply with USF and the State of Florida rules and regulations. The University will not reimburse unallowable purchases. If you have questions regarding travel policy, please contact BSS for assistance or consult the University's [travel manual](#) and [Florida Statute 112.061](#).
 - The State of Florida has a rental car contract with Avis/Budget Car Rentals: [Details](#); [Reservations](#).
 - A secondary contract is available with Enterprise/National should Avis/Budget not be available: [Details](#); [Reservations](#).
 - The purchase of North American airfare over \$750 or international airfare over \$1,500 require comparable flight cost data (screen shots from an airline aggregator showing comparable flights that match the traveler's itinerary) must be justified by pulling comparison flights.
 - Domestic hotel rates above \$250 per night or above the Department of State rate for foreign lodging requires a business justification. [Rates](#).
 - If you have any personal time adjoined to a business trip, USF will only reimburse you for the cost of items directly related to the business part of the trip. Airfare will be reimbursed at the rate of the business trip alone by pulling cost data on for the dates of the business trip.
- Travel receipts should be turned into BSS as soon as possible after your trip concludes. Travel expenses not claimed within 30 days from the date of travel will require additional levels of approval before being reimbursed.



Purchasing

- USF Policy/State Law does not allow for purchases that are not preauthorized by a USF issued purchase order, a fully approved travel authorization, or made by a USF Pcard.
- A purchase order must be in place before any goods or services are invoiced to the university. A purchasing request can be requested through BSS. After-the-fact purchase orders could result in a fine imposed by USF to the account making the purchase.
- The University has an exclusive contract with Office Depot for office supplies. All office supplies must be purchased through Office Depot.
- **DO NOT PURCHASE ANY COMMODITIES/SERVICES USING YOUR OWN FUNDS. TRAVEL IS THE ONLY EXCEPTION.** There are very limited instances where a faculty member may be reimbursed for items purchased using their own funds.
- Please consult with department staff or the BSS office before making any purchases. Additional information can be found on the University Controller's office website.
- Faculty should not participate in decisions involving purchases with an outside agency they are also employed by or have a contractual relationship.

Procurement Cards

- General information regarding procurement cards (Pcards) can be found on the University Controller's office website.
- Research active faculty in CAS with a business purpose can be issued University procurement cards.
- If you feel that your work at USF will require the use of a procurement card, please contact your department administrative staff to begin the process of requesting a procurement card.
 - Often between BSS and Bull Marketplace a procurement card may not be necessary.
- There are strict rules and regulations regarding the use of USF procurement cards. A training class is required before a Pcard can be issued.

