

**Travel Department**

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**Alternate Headquarters Guidance**

USF employee travelers are authorized to claim personal vehicle mileage, for business travel to a destination other than their USF headquarters in excess of their normal daily commute.

Per the Travel Manual on page 18, “USF departments are responsible to ensure all employee headquarter assignments other than at recognized USF locations are formally approved and documentation retained.”

Options to document establishment of an alternate headquarters are:

* An offer letter showing assignment of primary work location/ headquarters at an alternate address
* An addendum to offer letter clearly stating assignment of primary work location/headquarters at an alternate address
* For a group of travelers being documented together, a list containing names of Travelers and primary work location/headquarters at an alternate address

Documents should be signed by unit leadership authorized to sign offer letters.

An approved telecommuting agreement or flexible work agreement is not a change in official headquarters for travel/commuting purposes.

Departments will be responsible to provide documentation to support alternate headquarters when needed in an internal or external audit.