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System Access to Submit Travel Transactions

Dear Travel Customers,

For the past several years, access required to submit travel transactions has been assigned as either Travel Coordinator or Travel Delegate.

Benefits of the Travel Coordinator include:

- x Set up at GEMS department level, eliminating the ongoing need to request travel delegate access to each traveler as individuals are hired or leave.
- x A department can have multiple Travel Coordinators.
- x Allows access to Power BI reports which assist in monitoring transactions until fully completed.

As the Travel Coordinator has proved to be much more efficient, we have adopted Travel Coordinator access as the primary means of assigning access.

Access may be requested by submitting the FAST Request for Travel Coordinator available on the [Travel website](#).

Delegate access is now available only on an approved exception basis in cases where a submitter is dedicated to a very small, stable group of travelers.

If you have any questions, please contact our Travel Help Desk travelhelp@usf.edu

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