Alternate User Designation During Leave of Absence

USF Travel Community,

As the spring semester comes to an end, several of our faculty will be on Leave of Absence (9-month Faculty- LOA/RFL & Summer process) from the University. This is a reminder that approvers who will be absent are responsible to designate an alternate user to approve transactions on their behalf during that time. Failure to do so will require special handling and cause additional delays in the routing and approval of Travel transactions when they are the approver. Please communicate this to users in your colleges and VP areas.

Travel approvers can designate an alternate user directly in the FAST system. The instructions to temporarily designate an alternate user in FAST to approve travel transactions are posted on the [Travel Website.](#)

Alternatively, departments can complete the ['Temporary Workflow Reassignment' form](#) and send it in to travelhelp@usf.edu for it to be set up.

In rare circumstances, where delegation of authority is required for a longer term, the form must be submitted and requires an additional signature of the area Vice President.

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

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