University of South Florida
College of Public Health

PRINT

TER TIMELINESS MEMO

Date:

From:

To: USF Travel

TER Number:

Explanation of why TER is submitted 60 days past the end of travel and steps that will be taken to ensure that this does not happen again:

Signature-Traveler	**Date**
Signature-Chair or Director	**Date**
Signature – Dean	**Date**