



UNIVERSITY OF South Carolina

Controller's Office – Travel Team Create a Travel Reimbursement Voucher (TRV)

Begin by logging into PeopleSoft Finance: <http://finance.ps.sc.edu>

Navigation: **Main Menu > USC Finance eForms > Student/Non-Employee Travel > Add a Travel Voucher**

The screenshot shows the 'Student/Non-Employee Travel' interface. On the left, a sidebar contains navigation options: 'Landing Page', 'Add a Travel Authorization', 'Add a Travel Voucher' (highlighted), 'Approve TA/TRV', 'Update TA/TRV', and 'View TA/TRV'. The main area is a search form with the following fields: 'TA Form ID' (with a 'Begins With' dropdown and a red-bordered input field), 'Name' (with a 'Begins With' dropdown and an input field), 'Travel Auth Description' (with a 'Begins With' dropdown and an input field), 'Date From' (with an 'is Equal To' dropdown, an input field, and a calendar icon), and 'Date To' (with an 'is Equal To' dropdown, an input field, and a calendar icon). At the bottom of the search area are three buttons: 'Search', 'Clear', and 'Save Search'.

To create a travel reimbursement voucher:

1. Click the **Add a Travel Voucher** option and search by entering a TA number in the **Form ID** field.
2. Click the **Search** button.
3. Add the student/non-employee address on the **Recipient Information** page.
4. Click the **Next** button.
5. Review **Date from** and **Date to** of Travel.
6. Add **Time of Departure** and **Time of Return**.
7. Review and update all **Expenses** on the TRV:
 - o [Meal Matrix Reference](#) – Time of Departure/Return for per diem.
 - o [Travel Checklist](#) – Attach paid receipts.
8. Review the chart field in the **Distribution** for each expense line making sure it is correct.
9. Click the **Upload** button to attach applicable documentation.
10. Click in the **Comments** field and add additional information (if needed).
11. Click the **Submit** button.
12. The TRV is in the workflow for approval.

Travel Resource Links

[Travel](#)

[Travel Checklist](#)

[Meal Matrix One Page Reference](#)

[International Meal Per Diem – US Department of State](#)

[International Meal Per Diem – Meals & Incidentals Cost Breakdown](#)

Questions: tesubmit@mailbox.sc.edu