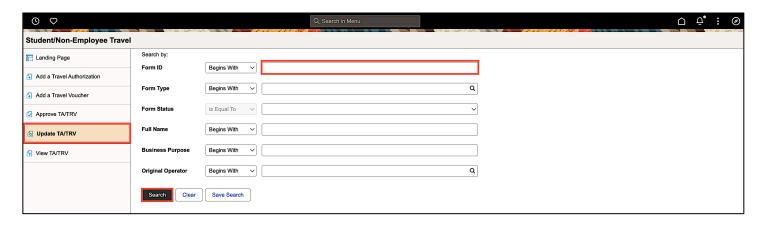


Controller's Office – Travel Team Finding a Saved Travel Reimbursement Voucher (TRV)

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

Navigation: Main Menu > USC Finance eForms > Student/Non-Employee Travel > Update TA/TRV



To find a saved travel reimbursement voucher:

- 1. Click the **Update TA/TRV** option.
- 2. Search for a specific TRV by entering the TRV number in Form ID field.
- 3. Click the **Search** button.
- 4. Verify and/or update Recipient Information Payee and Address.
- 5. Click the **Next** button.
- 6. Verify and/or update documentation attached to the TRV.
 - o Meal Matrix Reference Time of Departure/Return for per diem.
 - Travel Checklist Attach paid receipts.
 - Comments if applicable at bottom.
- 7. Review and/or update the chart field in the **Distribution** for each expense line.
- 8. Click the Submit button.
- 9. 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

Find a Saved TRV September 2024