



UNIVERSITY OF South Carolina

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**

Student/Non-Employee Travel

Search by:

Form ID

Form Type

Form Status

Full Name

Business Purpose

Original Operator

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.
 - [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