

OFFICE OF THE CONTROLLER

General Accounting – Travel Team Student/Non-Employee Travel eForms

October 2023





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New TA & TRV eForms



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Student/Non-Employee Travel Authorization (TA)

- A TA is an estimate of travel expenses for a non-employee or student.
- Non-employees and students require a TA for **all** travel. (including direct bill to a supplier)
- The TA eform can be found in PeopleSoft Finance.
- Use the following navigation:

Main Menu – USC Finance eForms – Student/Non-Employee Travel



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Demonstration

- Completing a TA for Non-Employees and Students



Student/Non-Employee Travel Reimbursement Voucher (TRV)

- A Travel Reimbursement Voucher (TRV) is used to reimburse non-employees and students.
- The TRV eform can be found in PeopleSoft Finance.
- Use the following navigation:
Main Menu – USC Finance eForms – Student/Non-Employee Travel
- To expedite the reimbursement of travel expenses:
 - ✓ Include payee name, valid address, dates, destination, time of departure and return.
 - ✓ All paid receipts for expenses that show proof of payment.
 - ✓ Paid itemized receipt for lodging.
 - ✓ Original paid airfare receipt with name of traveler, dates, flight information, class of service, amount proof of payment and ticket number.



Meal Allowance

Time of Departure	Time of Return	Meal	In-State	Out-of-State
Before 6:30am	After 11:00am	Breakfast	\$8.00	\$10.00
Before 11:00am	After 1:30pm	Lunch	\$10.00	\$15.00
Before 5:15pm	After 8:30pm	Dinner	\$17.00	\$25.00
All Day	All Day	All Meals	\$35.00	\$50.00

- In-State, Out-of-State, & Canada follow the above rates.
- Foreign – US Dept of State guidelines based on country, location, & date.
- **NO MEAL REIMBURSEMENT FOR ONE DAY TRAVEL.**



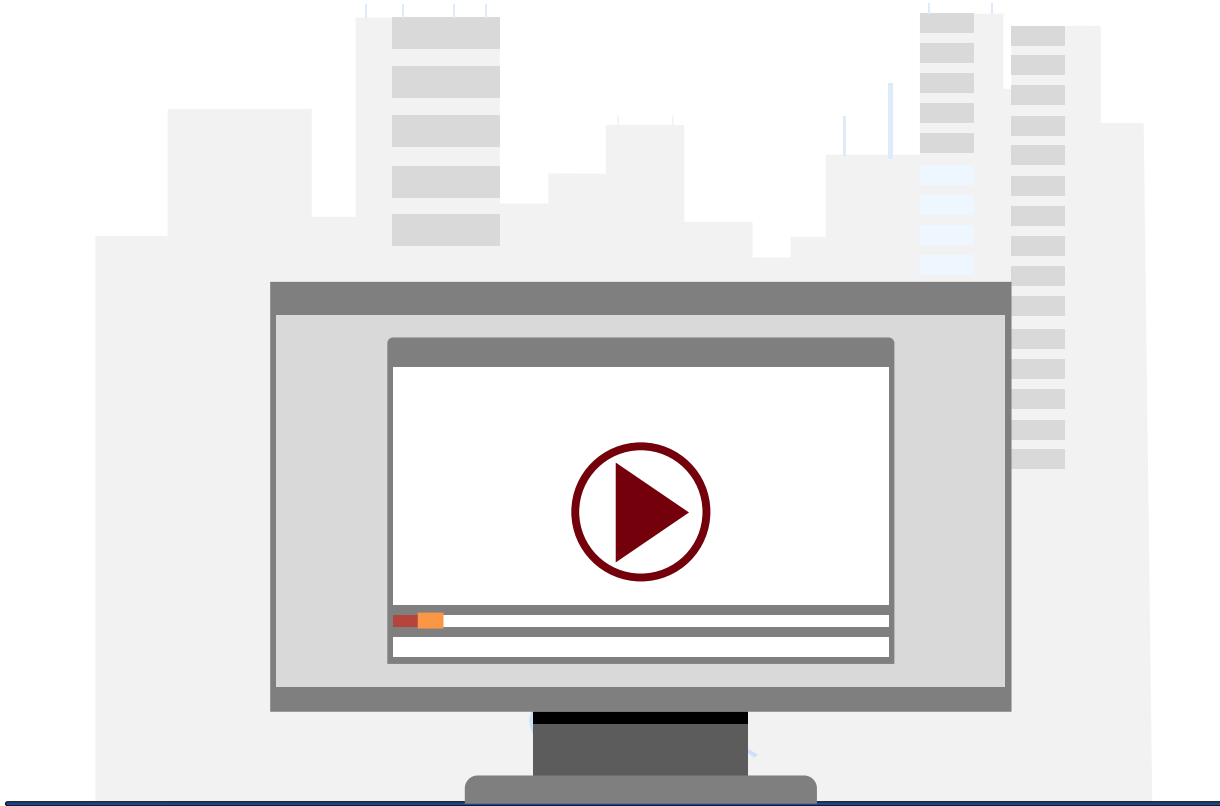
Understanding the Different Form Status

eForm Status	
Saved	The TA/TRV eForm has not been submitted.
Withdrawn	The creator of the TA/TRV has cancelled the eForm and therefore it cannot be resubmitted.
Pending	The TA/TRV eForm has been submitted and waiting for approvals.
Denied	An approver denied the TA/TRV and therefore it cannot be resubmitted.
On Hold	An approver has put the TA/TRV on hold, but the creator and approver can continue to make changes to the TA/TRV and resubmit using the Update TA/TRV option on the landing page.
Executed	The TA/TRV is fully approved and is assigned an ID.
Recycle	An approver has returned the TA/TRV to the creator. When recycled, only the creator can make changes and resubmit using the Update TA/TRV option on the landing page. The form status will show partially approved.



Demonstration

- Completing a TRV for Non-Employees and Students



Policies & Procedures



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Policies and Procedures

- Airlines – Economy Class only.
- Hotels – Maximum \$417.03/night plus taxes and fees.
- Itemized receipts are required for lodging.
- No Lodging within 50 miles of your official headquarters and/or place of residence.
- Current mileage rate is \$0.655/mile – No mileage reimbursement within 10 miles of an employee's official headquarters and/or place of residence.
- Ridesharing (Uber, Lyft) is allowed with receipt.



Policies and Procedures

- When claiming reimbursement for expenses that are in a foreign currency, expense reports should be completed in US dollars and the rate of exchange documented. Please use the exchange rate on the date of the transaction.
- No inclusion of personal travel.
- Study Abroad **does not** go through Travel.
- Reimbursement for travel will be made after the trip is complete and expenses should be submitted within 7 days of return from trip.



Resources & Contacts



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**TA/TRV eForms
available in Finance
PeopleSoft November 1!**



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Office of the Controller

Office of the Controller

General Accounting

Accounts Payable

Capital Assets

Chart of Accounts

General Ledger

Moving and Relocation

Travel

Treasury Management

General Accounting Staff Directory

Grants and Funds Management

Compliance and Tax Management

Payroll Department

Operational Management and Reporting

External Financial Reporting and Transparency

Resource and Training Toolbox

Contact Us

Travel

Travel is responsible for the review and disbursement of funds in accordance with university policies and procedures. Our staff process travel payments and reimbursements for faculty, staff, non-employees and students.

Expense Module Correction Form

Expand all



Travel Advances



Travel Agencies



Travel Reimbursement Voucher (TRV)



Updating Banking Information



Resources



Contact Travel

For questions about any Travel services, please contact us directly:

1600 Hampton Street, 6th floor
Columbia, SC 29208

Email:

teoffice@mailbox.sc.edu

Where to Find Resources Referenced in this Presentation



Travel Office Resources

- Contact Us:
tesubmit@mailbox.sc.edu
- Controller's Office – Travel Page:
https://www.sc.edu/about/offices_and_divisions/controller/general_accounting/travel/index.php
- Travel Policy:
<http://www.sc.edu/policies/ppm/fina100.pdf>
- Travel Procedures:
https://www.sc.edu/about/offices_and_divisions/controller/documents/fina100travel_procedure.pdf



Controller's Office Contact List

General Accounting (JEs, JVs, Apex, GL issues/Questions)	Email Address
General Email Address	genacctg@mailbox.sc.edu
Cash Advance Settlement	cashadvc@mailbox.sc.edu
Payroll Retro Journal Entries	retroje@mailbox.sc.edu
Chartfield Maintenance	cfmaint@mailbox.sc.edu
Moving Mailbox	moving@mailbox.sc.edu
PeopleSoft Finance Security Requests	pssecure@mailbox.sc.edu
Accounts Payable	Email Address
General Email Address	ap@mailbox.sc.edu
AP Uploads	apupload@mailbox.sc.edu
Supplier Maintenance	apsupplr@mailbox.sc.edu
Travel Office	Email Address
General Email Address	teoffice@mailbox.sc.edu
Student/Non-employee Travel Authorizations and Travel Reimbursement Vouchers	tesubmit@mailbox.sc.edu

Controller's Office Contact List

Capital Assets	Email Address
Physical Inventory	physinv@mailbox.sc.edu
Cash Management and Treasury	Email Address
General Treasury Email Address	treasury@mailbox.sc.edu
Program Expense Card	cards@mailbox.sc.edu
Team Card	teamcard@mailbox.sc.edu
Travel Card	trvcard@mailbox.sc.edu
Compliance and Tax	Email Address
General Compliance Email Address	concp1@mailbox.sc.edu
General Tax Email Address	tax@mailbox.sc.edu
Research/Development Sales/Use Tax Exemptions	rdequip@mailbox.sc.edu
Payroll	Email Address
General Email Address	payroll@mailbox.sc.edu

Questions



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THANK YOU!

Office of the Controller



Alone, we can do so little; together,
we can do so much.



Address:

1600 Hampton Street
Columbia, SC 29208



Contact Number:

Phone: 803-777-2602
Fax: 803-777-9586



Email Address:

controller@sc.edu



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