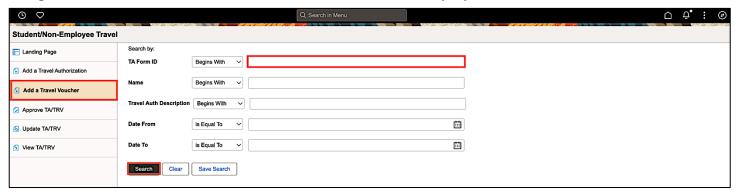


## Controller's Office – Travel Team Create a Travel Reimbursement Voucher (TRV)

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



## 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:
  - Meal Matrix Reference Time of Departure/Return for per diem.
  - 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. The TRV is in the workflow for approval.

## The below resources can be found on our Travel webpage in the Resource section:

- Meal Matrix Reference
- Travel Checklist

## Additional Information is provided below:

- International Meal Per Diem US Department of State
- International Meal Per Diem Meals & Incidentals Cost Breakdown

Questions: tesubmit@mailbox.sc.edu

Create a TRV Jan 2025