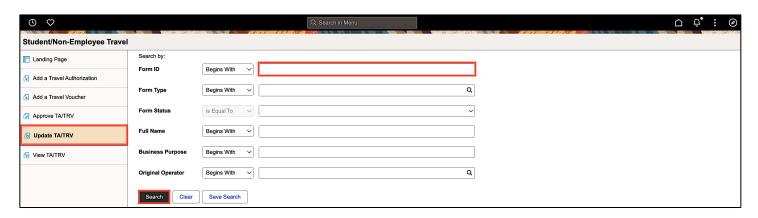


## Controller's Office – Travel Team Finding a Recycled Travel Reimbursement Voucher (TRV)

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 recycled 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. Review Comments for corrections needed for the TRV.
- 7. Verify and/or update documentation attached to the TRV.
  - Meal Matrix Reference Time of Departure/Return for per diem.
  - Travel Checklist Attach paid receipts.
- 8. Review and/or update the chart field in the distribution for each expense line.
- 9. 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

Find a Recycled TRV Jan 2025