

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

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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. The TRV is in the workflow for approval.

The below resources can be found on our <u>Travel webpage</u> 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