



# UNIVERSITY OF South Carolina

## 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**

The screenshot shows the 'Student/Non-Employee Travel' interface. On the left, a sidebar contains navigation options: 'Landing Page', 'Add a Travel Authorization', 'Add a Travel Voucher', 'Approve TA/TRV', 'Update TA/TRV' (highlighted with a red box), and 'View TA/TRV'. The main area is titled 'Search by:' and contains several search criteria, each with a 'Begins With' dropdown menu and a search icon: 'Form ID', 'Form Type', 'Form Status' (with a 'is Equal To' dropdown), 'Full Name', 'Business Purpose', and 'Original Operator'. At the bottom of the search area are three buttons: 'Search' (highlighted with a red box), 'Clear', and 'Save Search'.

#### 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.
  - o **Meal Matrix Reference** – Time of Departure/Return for per diem.
  - o **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](#)

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