



UNIVERSITY OF

South Carolina

Controller's Office – Travel Team

Finding a Pending Travel Card Expense Report

Begin by logging into PeopleSoft Finance: <http://finance.ps.sc.edu>

Navigation: **Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify**

To find an expense report that has been returned for changes and/or updates:

1. Click **Find an Existing Value**.
2. Search by the **Expense Report ID**.
3. Click **Search**.
4. Click on the **Expense Report**.
5. Review the expense report **Comments** and action needed.
 - Sent Back for Revision Comment – if applicable.
 - Notes – if applicable

Things that may need to be changed and/or updated before resubmitting:

- **Attach** the statement and all paid receipts.
- Use the correct **Expense Type** for the transaction.
 - Air travel
 - Registration
 - Hotel and lodging
- Use the correct **Description** per type of traveler.
 - **Employee:** USCID: Name: TA (if applicable): Date: Location: Type of Travel
 - **Student:** TA, Student: USCID: Name: Dates: Location: Type of Travel
 - **Non-employee:** TA: Non-Employee: Name, Dates: Location: Type of Travel
- Use correct **Account** as per the type of traveler.
 - Employee: 52024
 - Student: 52022
 - Non-employee: varies depending on type of travel
- Use correct **Location** on the expense line.
 - In State
 - Out of State
 - Foreign
- Click **Save for Later**.
 - If a red warning bubble appears on the expense line or lines, click the **Warning Bubble** to view the warning.
 - Add a **Comment** and click **Okay**.
 - Add older transaction comment to each expense line with a warning.

To resubmit the expense report for approval:

6. Click **Save for Later** to save your expense report.
7. Click **Summary and Submit**.
8. Check the **Box** to certify expenses.
9. Click **Submit Expense Report**.
10. Click **Okay** in the Expense Report Submit Confirmation popup.
11. The expense report is in the workflow for approval.

Travel Card Resource Links

[Travel Card Training Recording](#)

[Travel Card Descriptions](#)

[Travel Card Job Aid](#)

Questions: travelcard@sc.edu