



UNIVERSITY OF
South Carolina
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.
12. 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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