



# 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' search interface. The left sidebar has 'Update TA/TRV' highlighted. The search criteria are as follows:

- Form ID: Begins With [Redacted]
- Form Type: Begins With [ ]
- Form Status: is Equal To [ ]
- Full Name: Begins With [ ]
- Business Purpose: Begins With [ ]
- Original Operator: Begins With [ ]

Buttons: Search (highlighted), Clear, 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.
10. 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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