



UNIVERSITY OF

**South Carolina**

**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**

The screenshot shows the 'Student/Non-Employee Travel' search page. The left sidebar has 'Update TA/TRV' highlighted. The search criteria are: Form ID (with a red box around the input field), Form Type, Form Status, Full Name, Business Purpose, and Original Operator. Each criterion has a 'Begins With' dropdown and a search input field. At the bottom are 'Search', 'Clear', and 'Save Search' buttons.

**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.
  - o **Meal Matrix Reference** – Time of Departure/Return for per diem.
  - o **Travel Checklist** – Attach paid receipts.
  - o **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 [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](#)

Questions: [tesubmit@mailbox.sc.edu](mailto:tesubmit@mailbox.sc.edu)