



UNIVERSITY OF
South Carolina

Controller's Office – Travel Team
Finding a Pending Expense Report for Travel

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:

- Verify **Documentation** attached to the expense report.
 - **Meal Matrix Reference** – Time of Departure/Return for per diem.
 - **Travel Checklist** – Attach paid receipts.
 - Review the chartfield in the accounting details is correct.
 - If there is an approved TA, please associate the approved TA with the expense report.
- 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.

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: teoffice@mailbox.sc.edu