



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**

A screenshot of the PeopleSoft Finance web interface. The page title is "Student/Non-Employee Travel". On the left is a navigation menu with options: "Landing Page", "Add a Travel Authorization", "Add a Travel Voucher" (highlighted with a red box), "Approve TA/TRV", "Update TA/TRV", and "View TA/TRV". The main content area has a "Search by:" section with the following fields: "TA Form ID" (with a "Begins With" dropdown and a red-bordered input field), "Name" (with a "Begins With" dropdown and an empty input field), "Travel Auth Description" (with a "Begins With" dropdown and an empty input field), "Date From" (with an "is Equal To" dropdown, an empty input field, and a calendar icon), and "Date To" (with an "is Equal To" dropdown, an empty input field, and a calendar icon). At the bottom of the search section are three buttons: "Search" (highlighted with a red box), "Clear", and "Save Search".

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. 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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