



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**

Student/Non-Employee Travel

Search by:

Form ID

Form Type

Form Status

Full Name

Business Purpose

Original Operator

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.

Travel Resource Links

[Travel](#)

[Travel Checklist](#)

[Meal Matrix One Page Reference](#)

[International Meal Per Diem – US Department of State](#)

[International Meal Per Diem – Meals & Incidentals Cost Breakdown](#)

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