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

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