

OFFICE OF THE CONTROLLER

General Accounting – Travel Team **Travel Top 10 Q and A**

November 2023



Table of Contents

| | |
|---|----|
| #1 Q and A: Meal Reimbursement | 4 |
| #2 Q and A: Applicable Receipts | 6 |
| #3 Q and A: Airfare | 7 |
| #4 Q and A: Reimbursing Person Other Than Traveler | 9 |
| #5 Q and A: Expense Reports | 10 |
| #6 Q and A: Currency Conversion | 12 |
| #7 Q and A: Navigation in PS Finance | 14 |
| #8 Q and A: TA/Expense Report Status | 17 |
| #9 Q and A: Useful Queries | 18 |
| #10 Q and A: Valid for Travel | 25 |



Top 10 Travel Q and A



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#1 Travel Q and A

How can I ensure proper reimbursement of meals?

Common Mistake: The time of departure on the first day and time of return on the last day are missing.

- ✓ #1 reason expense reports are returned.
- ✓ Time must denote am/pm for departure/return.
- ✓ The issue should now be mitigated in the TRV eForm because time of departure/return is a required field.
- ✓ Meals are reimbursed based on per diem for the location of travel – In State/Out of State/Foreign.



Meal Allowance

| Time of Departure | Time of Return | Meal | In-State | Out-of-State |
|-------------------|----------------|-----------|----------|--------------|
| Before 6:30am | After 11:00am | Breakfast | \$8.00 | \$10.00 |
| Before 11:00am | After 1:30pm | Lunch | \$10.00 | \$15.00 |
| Before 5:15pm | After 8:30pm | Dinner | \$17.00 | \$25.00 |
| All Day | All Day | All Meals | \$35.00 | \$50.00 |

- ✓ In-State, Out-of-State, & Canada follow the above rates.
- ✓ Foreign – US Dept of State guidelines based on country, location, & date.
- ✓ **NO MEAL REIMBURSEMENT FOR ONE DAY TRAVEL.**



#2 Travel Q and A

What type of paid receipts should be attached to an expense report?

Common Mistake: Receipt not included or missing proof of payment.

✓ Paid receipts must be included with expense report and TRV seeking reimbursement. Examples of the types of receipts required:

- **Lodging:** Receipt must include room rate/taxes/fees/dates/name of traveler/amount/proof of payment.
- **Airfare:** Original paid airfare receipt – name of traveler/dates/flights/class of service/ticket number/amount/proof of payment.
- **Ground Transportation:** date/amount/proof of payment
- **Registration:** name of traveler/amount/proof of payment
- **Miscellaneous:** Auto Rental Fuel, Tolls, Parking, Baggage: amount/proof of payment (Auto rental – date/number of gallons, price per gallon/amount/proof of payment – not prepaid.)



#3 Travel Q and A

What additional information must be included when purchasing airline tickets?

Common Mistake: The original paid airfare receipt is not included.

- ✓ The correct ticket number for airfare is required in an expense report and TRV.
- ✓ **Airfare with an applied eCredit:**
 - Please attach the original paid airfare receipt for the eCredit applied to the airfare purchase along with the original paid airfare receipt for the new airfare with the applied eCredit.
 - Airfare that is not economy.



#3 Travel Q and A con't

What additional information must be included when purchasing airline tickets?

✓ **Airfare that is not economy:**

- Please include a cost comparison for the economy airfare for the travel dates.
- The lesser expense is reimbursed.
- Please obtain the cost comparison prior to the start of travel for an accurate amount.

✓ **Airfare beyond the actual business dates of travel (Inclusion of personal travel):**

- A cost comparison for airfare for the actual business dates of travel must be included if the airfare travel dates include personal time.
- The lesser expense is reimbursed.



#4 Travel Q and A

How do I reimburse expenses to a person other than the traveler?

Common Mistake: Incorrect documentation for reimbursing a person other than the traveler.

- ✓ Each employee must claim their travel expenses on their expense report.
- ✓ If faculty/staff is seeking reimbursement for expenses paid for students, an approval to reimburse a person other than the traveler must accompany the TRV.
- ✓ Best practice is to use a department travel card for expenses – airfare (economy) and registration – for these purchases.



#5 Travel Q and A

What are some key things to remember when creating an expense report for travel?

Common Mistake: Expense report created prior to travel or created for wrong individual/business purpose.

- ✓ A travel expense report is only for an USC employee.

Navigation Path in PeopleSoft Finance:

Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify

- ✓ Student and non-employee travel are processed via an eform TA and TRV.

Navigation Path in PeopleSoft Finance:

Main Menu > USC Finance eForms > Student/Non-Employee Travel



#5 Travel Q and A con't

What are some key things to remember when creating an expense report for travel?

- ✓ If there is an approved Travel Authorization for Travel, please associate to the expense report to liquidate the encumbrance.
- ✓ The to and from dates of travel on the header and the dates on the expense line must correspond.
- ✓ Please use the correct default location on an employee travel expense report. The default location is based on the destination of travel. For example:
 - an employee is traveling to Charleston, the destination is In State.
 - an employee is traveling to Washington, DC, the destination is Out of State.
 - an employee is traveling to London, United Kingdom, the destination is Foreign.



#6 Travel Q and A

Does foreign currency need to be converted into US dollars before amounts are entered on an expense report?

Common Mistake: Include foreign currency amounts in the expense report.

- ✓ All amounts on an expense report or TRV are entered in United States Dollars.
- ✓ Expenses paid in a foreign currency require a currency conversion on the date of the transaction. If using a currency conversion website, for example, [oanda.com](https://www.oanda.com), the currency conversion must be calculated on the date of the transaction.
- ✓ The documentation of the currency conversion is required for reimbursement. This can include original paid receipt for the expense in the local currency and the documentation of the currency conversion on the date of transaction. If paid with a credit card, you can provide the amount posted to the statement with personal information redacted.



Currency Converter

Over 31 years of currency data. Powered by  OANDA
SMARTER TRADING

 **EUR** Euro ▾

 **USD** US Dollar ▾

24.95   26.6711

EUR GBP BTC

USD GBP ETH

Date < 09 November 2023 > 

Preview interbank rate +/- 0% ▾ 

[Advanced Currency Data](#)

 [Print](#)

OANDA's currency calculator tools use OANDA Rates™, the touchstone FX rates compiled from leading market data contributors.

Using a Currency Converter

Important tip: Date entered must be the date of the transaction.



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#7 Travel Q and A

Where do I go to create, modify, view, delete, and/or cancel a Travel Authorization and Expense Report?

Common Mistake: Unsure of the different actions that can be taken on a Travel Authorization and Expense Report within the Travel and Expense module.

- ✓ Navigate in Peoplesoft Finance to take action on a Travel Authorization (TA)/Expense Report.

TA Navigation in PeopleSoft Finance:

Main Menu > Employee Self Service > Travel and Expense > Travel Authorizations
> Create/Modify/View/Delete/Cancel

Expense Report Navigation in PeopleSoft Finance:

Main Menu > Employee Self Service > Travel and Expense > Expense Reports >
Create/Modify/View/Delete

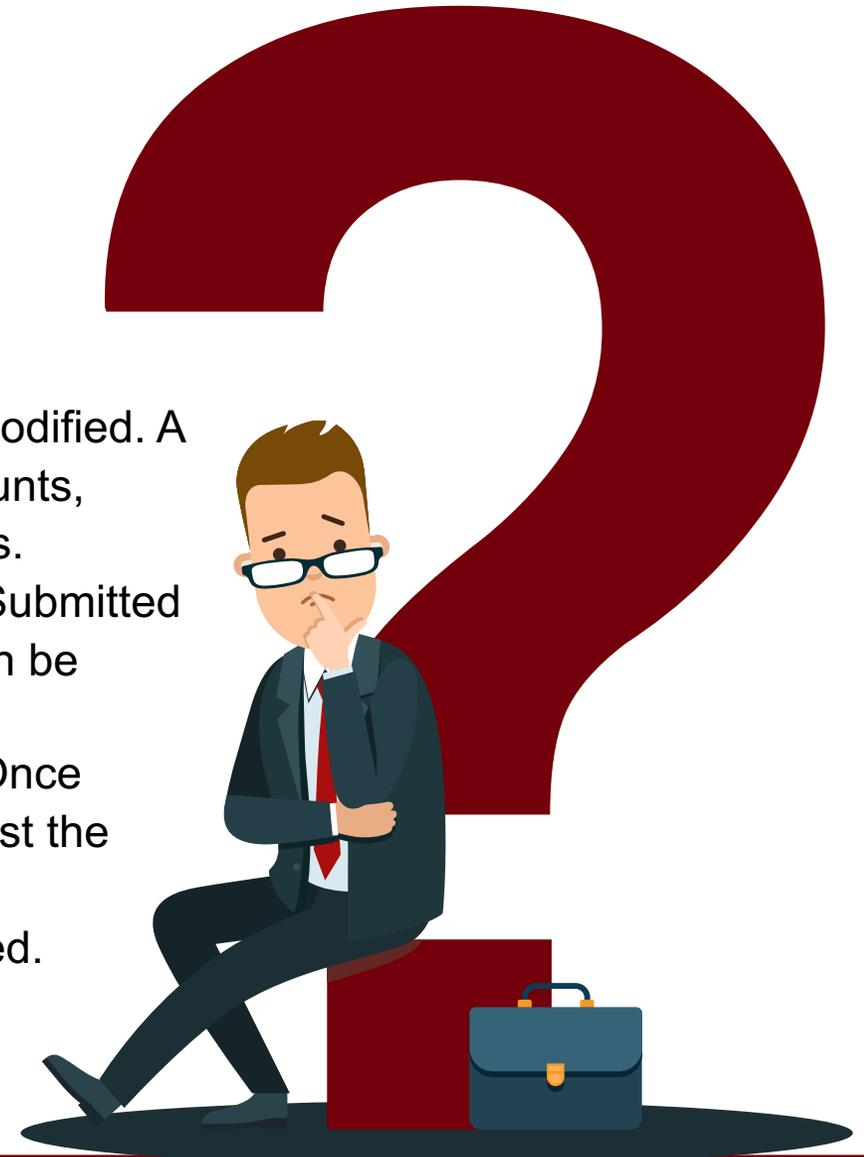


#7 Travel Q and A con't

Where do I go to create, modify, view, delete, and/or cancel a Travel Authorization and Expense Report?

✓ Actions that can be taken on a Travel Authorization (TA).

- **Create/Modify a TA:** Only a TA with a status of pending can be modified. A pending expense report can be modified by changing dates, amounts, chart fields, adding new expense lines, and deleting expense lines.
- **View a TA:** Used to review a TA no matter the status – Pending, Submitted for Approval, Approvals in Process, Approved. No adjustments can be made in View except the ability to add an attachment.
- **Delete a TA:** Only a TA with a status of pending can be deleted. Once deleted, the TA is no longer in PeopleSoft Finance. A TA that is past the travel start date and not fully approved, should be deleted.
- **Cancel a TA:** Only a TA with a status of approved can be cancelled. Cancel will liquidate the encumbrance.

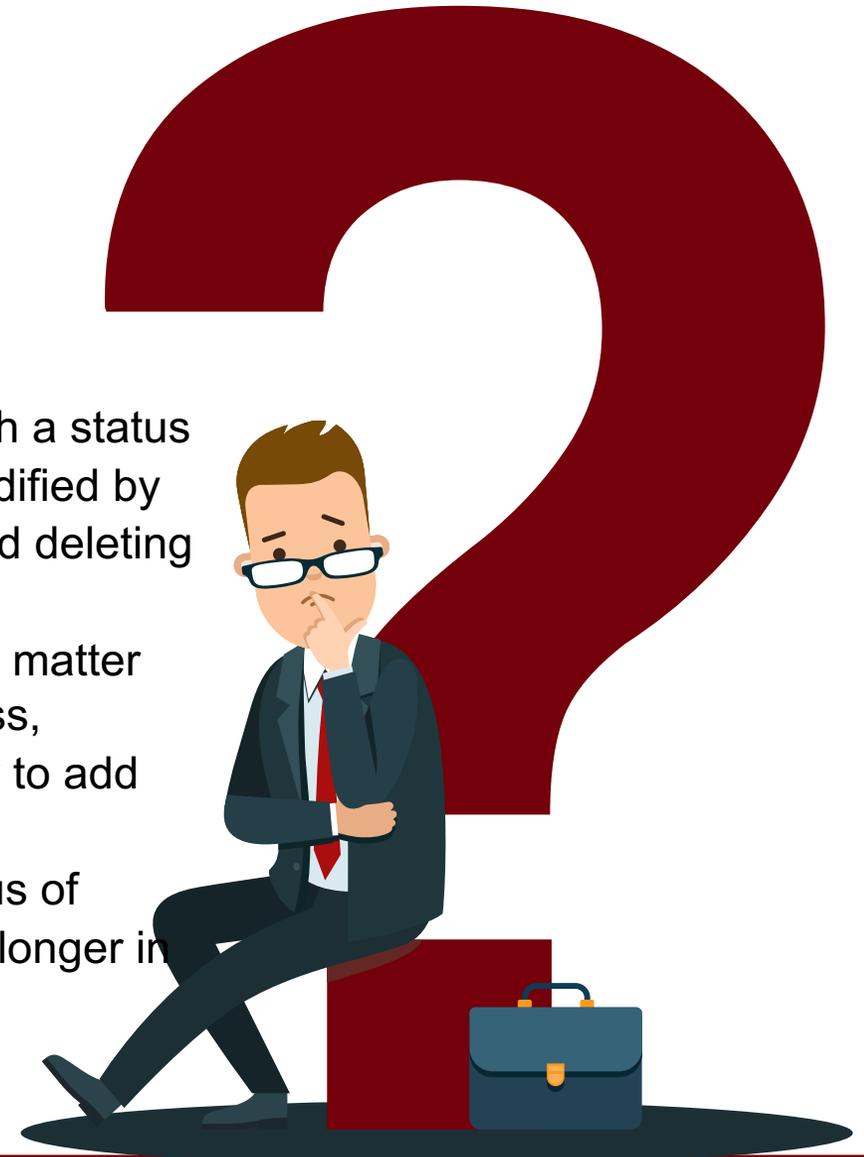


#7 Travel Q and A con't

Where do I go to create, modify, view, delete, and/or cancel a Travel Authorization and Expense Report?

✓ Actions that can be taken on an Expense Report.

- **Create/Modify an Expense Report:** Only an Expense Report with a status of pending can be modified. A pending expense report can be modified by changing dates, amounts, chart fields, add new expense lines, and deleting expense lines.
- **View an Expense Report:** Used to review an Expense Report no matter the status – Pending, Submitted for Approval, Approvals in Process, Approved. No adjustments can be made in View except the ability to add an attachment.
- **Delete an Expense Report:** Only an Expense Report with a status of pending can be deleted. Once deleted, the Expense Report is no longer in PeopleSoft Finance.



#8 Travel Q and A

What does the status mean for a Travel Authorization and Expense Report?

Common Mistake: Unsure of what the status means and the action that can be taken.

✓ Please use the View pages to see the status of a Travel Authorization or Expense Report. The different status options are:

- **Pending:** Modify TA or Expense Report
- **Submitted for Approval:** TA or Expense Report is pending the approval of the traveler/employee.
- **Approvals in Process:** TA or Expense Report is pending approval at either Level 1, Level 2, or Travel.
- **Approved:** All approvals for a TA are complete. The funds are encumbered. The approved TA should be associated to the expense report after travel is complete.
- **Paid:** Expense Report is through approvals and the reimbursement is paid to the traveler.



#9 Travel Q and A

What queries can I use to review/track Travel Authorizations and Expense Reports in PeopleSoft Finance?

Common Mistake: Unsure of the status of outstanding Travel Authorizations and Expense Reports.

- ✓ Please use the query `SC_EX_TAUTH_USER_INQUIRY_PRMPT` to review/track Travel Authorizations.
 - Use any of the available search criteria to return Travel Authorization information. We recommend searching by:
 - ✓ Accounting To and From date
 - ✓ Default Location – In State, Out of State, Foreign
 - ✓ TA Status



Peoplesoft Query Viewer: Using Favorites

Navigation in PeopleSoft Finance:

Main Menu > Reporting Tools > Query > Query Viewer

Enter the query name in the Query Name field. Once you find a query you like, save it as a favorite! Saving it as favorite will make it easy to find and use in the future.

The screenshot shows the PeopleSoft Query Viewer interface. At the top, there is a navigation breadcrumb: Favorites > Main Menu > Reporting Tools > Query > Query Viewer. Below this is the University of South Carolina logo and a search bar with the text "All Search" and buttons for "Advanced Search" and "Last Search Results".

The main section is titled "Query Viewer" and contains the instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." Below this, there is a search form with a dropdown menu for "Query Name" set to "Query Name", a text input field containing "SC_EX_TAUTH_USER_INQUIRY_PRMPT", and a "Search" button. There is also a link for "Advanced Search".

Below the search form is the "Search Results" section, which includes a "Folder View" dropdown menu set to "-- All Folders --".

The "Query" section displays a table with the following data:

| Query Name | Description | Owner | Folder | Run to HTML | Run to Excel | Run to XML | Schedule | Definitional References | Add to Favorites |
|--------------------------------|------------------------------|--------|----------------|-------------|--------------|------------|----------|-------------------------|------------------|
| SC_EX_TAUTH_USER_INQUIRY_PRMPT | TAUTH User Inquiry w/Prompts | Public | TRAVEL EXPENSE | HTML | Excel | XML | Schedule | Lookup References | Favorite |

Travel Authorization Query: SC_EX_TAUTH_USER_INQUIRY_PRMPPT

SC_EX_TAUTH_USER_INQUIRY_PRMPPT - TAUTH User Inquiry w/Prompts

Travel Auth ID
 EMPLOYEE ID
 Date Created
 Submitted By
 From Date
 To Date
 Oper Unit
 Dept
 Fund
 Account
 Class
 PC Bus Unit
 Project
 Activity
 From Acctg Date
 To Acctg Date
 Travel Advance ID
 Expense Report ID
 Default Location
 TA Status

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (15 kb)

View All

| Row | Travel Auth ID | Travel Auth Descr | Empl ID | Name | Traveler's Email ID | From | To | Expense Type | Location | Created On | Submitted By | Submitted By | Submitted By Email ID | Line | Dist Line | GL Unit | Oper Unit | Department | Fund | Account Class | PC Bus Unit | Project | Activity | Tran Amt | GL Distrib Status | Acctg Date | B/S |
|-----|----------------|-------------------|---------|------|---------------------|------|----|--------------|----------|------------|--------------|--------------|-----------------------|------|-----------|---------|-----------|------------|------|---------------|-------------|---------|----------|----------|-------------------|------------|-----|
|-----|----------------|-------------------|---------|------|---------------------|------|----|--------------|----------|------------|--------------|--------------|-----------------------|------|-----------|---------|-----------|------------|------|---------------|-------------|---------|----------|----------|-------------------|------------|-----|

Travel Authorization Query Results: SC_EX_TAUTH_USER_INQUIRY_PRMP

| Row | Travel Auth ID | Travel Auth Descr | Empl ID | Name | Traveler's Email ID | From | To | Expense Type | Location | Created On | Submitted By | Submitted By | Submitted By Email ID | Line | Dist Line | GL Unit | Oper Unit | Department | Fund | Account | Class | PC Bus Unit | Project | Activity | Tran Amt | GL Distrib Status | Acctg Date | Budget Status | Exp Rpt ID | Adv ID | Default Loc | TA Status |
|-----|----------------|-------------------------------|---------|-------------------------|-------------------------------|------------|------------|-------------------------------|----------|------------|--------------|-------------------------|-------------------------|------|-----------|---------|-----------|------------|-------|---------|-------|-------------|----------|----------|----------|-------------------|------------|---------------|------------|--------|-------------|-----------|
| 1 | 1000029580 | Oct Speaking Engagements - SC | | Donaldson,Bobby J. | DONALDBJ@mailbox.sc.edu | 10/24/2023 | 10/25/2023 | Mileage | INSTA | 10/19/2023 | ASHFORDB | Brianna Ashford-Carroll | ASHFORDB@mailbox.sc.edu | 1 | 1 | USC01 | CL002 | 610100 | A0001 | 52024 | 301 | | | | 42.580 | N | 10/19/2023 | V | | | INSTA | PND |
| 2 | 1000029580 | Oct Speaking Engagements - SC | | Donaldson,Bobby J. | DONALDBJ@mailbox.sc.edu | 10/24/2023 | 10/25/2023 | Mileage | INSTA | 10/19/2023 | ASHFORDB | Brianna Ashford-Carroll | ASHFORDB@mailbox.sc.edu | 2 | 1 | USC01 | CL002 | 610100 | A0001 | 52024 | 301 | | | | 52.400 | N | 10/19/2023 | V | | | INSTA | PND |
| 3 | 1000029580 | Oct Speaking Engagements - SC | | Donaldson,Bobby J. | DONALDBJ@mailbox.sc.edu | 10/24/2023 | 10/25/2023 | Mileage | INSTA | 10/19/2023 | ASHFORDB | Brianna Ashford-Carroll | ASHFORDB@mailbox.sc.edu | 3 | 1 | USC01 | CL002 | 610100 | A0001 | 52024 | 301 | | | | 78.600 | N | 10/19/2023 | V | | | INSTA | PND |
| 4 | 1000029580 | Oct Speaking Engagements - SC | | Donaldson,Bobby J. | DONALDBJ@mailbox.sc.edu | 10/24/2023 | 10/25/2023 | Meal Expenses | INSTA | 10/19/2023 | ASHFORDB | Brianna Ashford-Carroll | ASHFORDB@mailbox.sc.edu | 4 | 1 | USC01 | CL002 | 610100 | A0001 | 52024 | 301 | | | | 27.000 | N | 10/19/2023 | V | | | INSTA | PND |
| 5 | 1000029580 | Oct Speaking Engagements - SC | | Donaldson,Bobby J. | DONALDBJ@mailbox.sc.edu | 10/24/2023 | 10/25/2023 | Meal Expenses | INSTA | 10/19/2023 | ASHFORDB | Brianna Ashford-Carroll | ASHFORDB@mailbox.sc.edu | 5 | 1 | USC01 | CL002 | 610100 | A0001 | 52024 | 301 | | | | 18.000 | N | 10/19/2023 | V | | | INSTA | PND |
| 6 | 1000029592 | November miles | | Fox,Lillie | LILLIEF@mailbox.sc.edu | 11/01/2023 | 11/30/2023 | Mileage | INSTA | 10/20/2023 | | | | 1 | 1 | USC01 | CL034 | 115016 | G1000 | 52024 | 301 | USCSP | 10012658 | 1 | 589.500 | N | 10/20/2023 | V | | | INSTA | PND |
| 7 | 1000029617 | SCACPA Conference for | | Zhang,Min | minzhang@greenvillemed.sc.edu | 11/15/2023 | 11/17/2023 | Hotel and Lodging | INSTA | 10/23/2023 | | | | 1 | 1 | USC01 | MG000 | 167862 | A0001 | 52024 | 602 | | | | 450.000 | N | 10/23/2023 | N | | | INSTA | PND |
| 8 | 1000029617 | SCACPA Conference for | | Zhang,Min | minzhang@greenvillemed.sc.edu | 11/15/2023 | 11/17/2023 | Mileage | INSTA | 10/23/2023 | | | | 2 | 1 | USC01 | MG000 | 167862 | A0001 | 52024 | 602 | | | | 138.860 | N | 10/23/2023 | N | | | INSTA | PND |
| 9 | 1000029617 | SCACPA Conference for | | Zhang,Min | minzhang@greenvillemed.sc.edu | 11/15/2023 | 11/17/2023 | Meal Expenses | INSTA | 10/23/2023 | | | | 3 | 1 | USC01 | MG000 | 167862 | A0001 | 52024 | 602 | | | | 70.000 | N | 10/23/2023 | N | | | INSTA | PND |
| 10 | 1000029617 | SCACPA Conference for | | Zhang,Min | minzhang@greenvillemed.sc.edu | 11/15/2023 | 11/17/2023 | Miscellaneous Travel Expenses | INSTA | 10/23/2023 | | | | 4 | 1 | USC01 | MG000 | 167862 | A0001 | 52024 | 602 | | | | 50.000 | N | 10/23/2023 | N | | | INSTA | PND |
| 11 | 1000029620 | October TA | | Blanco,Carmen | BLANCOC@mailbox.sc.edu | 10/25/2023 | 10/25/2023 | Mileage | INSTA | 10/23/2023 | DJINDAL | Dakshu Jindal | DJINDAL@mailbox.sc.edu | 1 | 1 | USC01 | CL034 | 115016 | K1000 | 52024 | 301 | USCSP | 10011268 | 1 | 150.650 | N | 10/23/2023 | V | | | INSTA | PND |
| 12 | 1000029669 | Travel to Goveno's school | | Clark,Lauren L | CLARKLL@mailbox.sc.edu | 10/26/2023 | 10/26/2023 | Mileage | INSTA | 10/25/2023 | CAGLEW | Whitney Cagle | CAGLEW@mailbox.sc.edu | 1 | 1 | USC01 | CL049 | 220000 | E1100 | 52024 | 201 | | | | 131.000 | N | 10/25/2023 | V | | | INSTA | PND |
| 13 | 1000029693 | October office visits | | Ambrosio,Kelssy | KELSSY@mailbox.sc.edu | 10/30/2023 | 10/31/2023 | Miscellaneous Travel Expenses | INSTA | 10/26/2023 | DJINDAL | Dakshu Jindal | DJINDAL@mailbox.sc.edu | 1 | 1 | USC01 | CL034 | 115011 | F1000 | 52024 | 301 | USCSP | 10012851 | 1 | 200.000 | N | 10/26/2023 | V | | | INSTA | PND |
| 14 | 1000029762 | TV Interview WBTW | | Derienzo,Christina Lynn | DERIENZO@mailbox.sc.edu | 10/30/2023 | 10/30/2023 | Mileage | INSTA | 10/30/2023 | DERIENZO | Christina Derienzo | DERIENZO@mailbox.sc.edu | 1 | 1 | USC01 | CL032 | 111400 | A0001 | 52024 | 301 | | | | 209.600 | N | 10/30/2023 | W | | | INSTA | PND |

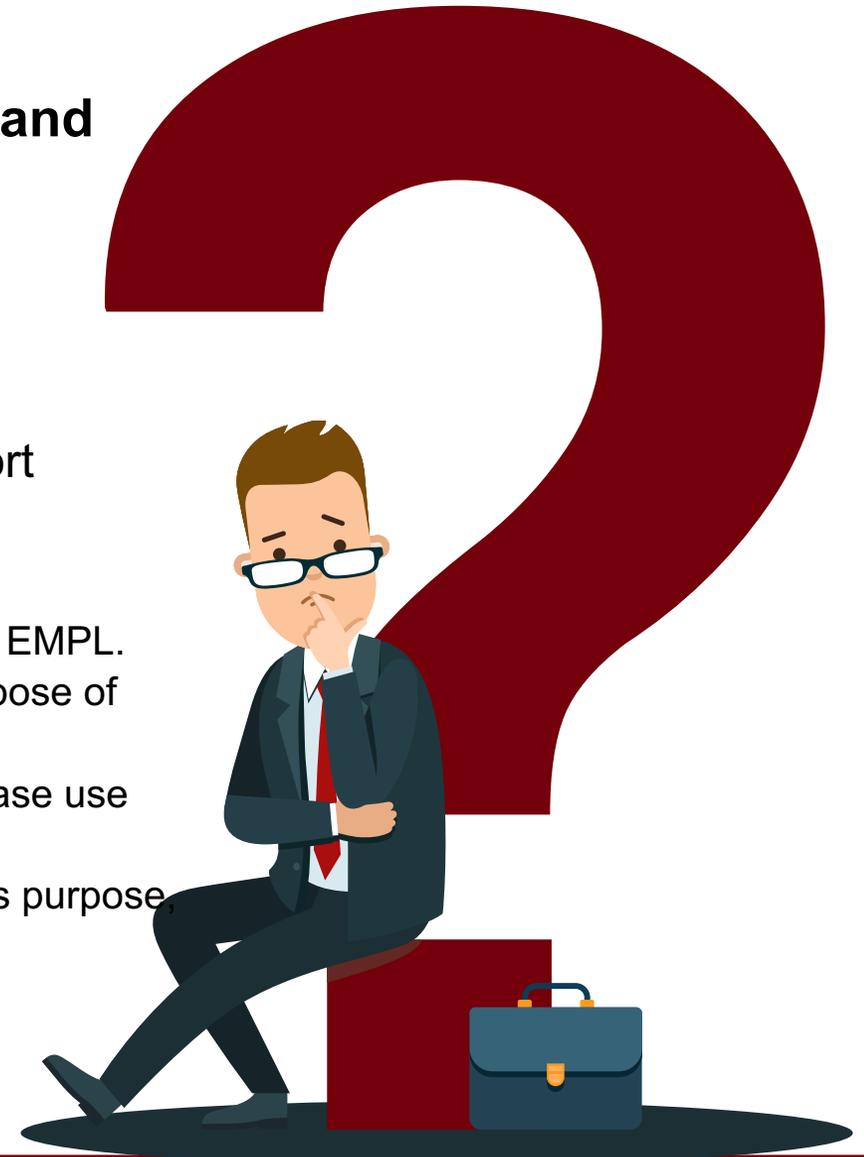


#9 Travel Q and A con't

What queries can I use to review/track Travel Authorizations and Expense Reports in PeopleSoft Finance?

- ✓ Please use the query SC_EX_RPT_USER_INQUIRY_PMPTS to review/track Expense Reports.

- Use any of the available search criteria to return Expense report information. We recommend searching by:
 - ✓ Business Purpose:
 - If you want to review travel, please use the business purpose of EMPL.
 - If you want to review a travel card, please use the business purpose of TRAVC.
 - If you want to review employee reimbursement (non-travel), please use the business purpose of REIMB.
 - If you want to review procurement card, please use the business purpose of PCARD.
 - ✓ Accounting To and From date
 - ✓ Default Location – In State, Out of State, Foreign
 - ✓ Expense Report Status



Expense Report Query: SC_EX_RPT_USER_INQUIRY_PMPTS

SC_EX_RPT_USER_INQUIRY_PMPTS - Exp Rpts User Inquiry Prompts

Report ID

Employee ID

Submitted By OPRID

Oper Unit

Dept ID

Account

Fund Code

Class Code

PC Bus Unit

Project

Activity

Status

Travel Auth ID

From Acctg Date

To Acctg Date

Business Purpose

SetID

Default Location

[View Results](#)

| Row | Business Purpose | Expense Report | Report Description | Empl ID | EMPL Name | Traveler's Email ID | From Date | To Date | Trip Location | Location | Created On | Submitted By | Submitted By Name | Submitted By Email ID | Line Number | Dist Line | Expense Type | Merchant | Ticket Number | Distance | Line Description | Expense Line Amt | GL Unit | Oper Unit | Department | Fund Code | Account | Class Code | PC Bus Unit | Project | Activity | Report Status | Travel Auth ID | Advance ID | Advance Amt Applied | GL Distribution Status | Acctg Date | Budget Status |
|-----|------------------|----------------|--------------------|---------|-----------|---------------------|-----------|---------|---------------|----------|------------|--------------|-------------------|-----------------------|-------------|-----------|--------------|----------|---------------|----------|------------------|------------------|---------|-----------|------------|-----------|---------|------------|-------------|---------|----------|---------------|----------------|------------|---------------------|------------------------|------------|---------------|
|-----|------------------|----------------|--------------------|---------|-----------|---------------------|-----------|---------|---------------|----------|------------|--------------|-------------------|-----------------------|-------------|-----------|--------------|----------|---------------|----------|------------------|------------------|---------|-----------|------------|-----------|---------|------------|-------------|---------|----------|---------------|----------------|------------|---------------------|------------------------|------------|---------------|



Expense Report Query Results: SC_EX_RPT_USER_INQUIRY_PMPTS

| Row | Business Purpose | Expense Report | Report Description | Empl ID | EMPL Name | Traveler's Email ID | From Date | To Date | Trip Location | Location | Created On | Submitted By | Submitted By Name | Submitted By Email ID | Line Number | Dist Line | Expense Type | Merchant | Ticket Number | Distance | Line Description | Expense Line Amt | GL Unit | Oper Unit | Department | Fund Code | Account | Class Code | PC Bus Unit | Project | Activity |
|-----|------------------|----------------|-----------------------------|---------|-------------------------|-------------------------|------------|------------|--------------------|----------|------------|--------------|-------------------|-----------------------|-------------|-----------|-------------------------------|----------|---------------|----------|--|------------------|---------|-----------|------------|-----------|---------|------------|-------------|---------|----------|
| 1 | EMPL | 3000108656 | Travel for Annual NALP Conf | | Crane,Elizabeth Collins | ECCCRANE@mailbox.sc.edu | 04/04/2022 | 04/09/2022 | New Orleans, LA | OUTST | 04/15/2022 | KFINCH | Kaitlyn Finch | KFINCH@mailbox.sc.edu | 1 | 1 | Air Travel Expenses | | 0012412029345 | 0.00 | 4/5-9/2022: American Airlines: From CLT to MSY | 395.690 | USC01 | CL043 | 158062 | A0001 | 52024 | 503 | | | |
| 2 | EMPL | 3000108656 | Travel for Annual NALP Conf | | Crane,Elizabeth Collins | ECCCRANE@mailbox.sc.edu | 04/04/2022 | 04/09/2022 | New Orleans, LA | OUTST | 04/15/2022 | KFINCH | Kaitlyn Finch | KFINCH@mailbox.sc.edu | 2 | 1 | Ground Transportation | | | 0.00 | 4/5/2022: Uber: From Airport to Hotel | 41.950 | USC01 | CL043 | 158062 | A0001 | 52024 | 503 | | | |
| 3 | EMPL | 3000108656 | Travel for Annual NALP Conf | | Crane,Elizabeth Collins | ECCCRANE@mailbox.sc.edu | 04/04/2022 | 04/09/2022 | New Orleans, LA | OUTST | 04/15/2022 | KFINCH | Kaitlyn Finch | KFINCH@mailbox.sc.edu | 3 | 1 | Hotel and Lodging | | | 0.00 | 4/5-9/2022: Sheraton New Orleans | 1248.400 | USC01 | CL043 | 158062 | A0001 | 52024 | 503 | | | |
| 4 | EMPL | 3000108656 | Travel for Annual NALP Conf | | Crane,Elizabeth Collins | ECCCRANE@mailbox.sc.edu | 04/04/2022 | 04/09/2022 | New Orleans, LA | OUTST | 04/15/2022 | KFINCH | Kaitlyn Finch | KFINCH@mailbox.sc.edu | 4 | 1 | Mileage | | | 196.00 | Departed 4/5/2022 from Columbia, SC to CLT: Returned 4/9/2022 from CLT to Columbia, SC | 114.660 | USC01 | CL043 | 158062 | A0001 | 52024 | 503 | | | |
| 5 | EMPL | 3000108656 | Travel for Annual NALP Conf | | Crane,Elizabeth Collins | ECCCRANE@mailbox.sc.edu | 04/04/2022 | 04/09/2022 | New Orleans, LA | OUTST | 04/15/2022 | KFINCH | Kaitlyn Finch | KFINCH@mailbox.sc.edu | 5 | 1 | Miscellaneous Travel Expenses | | | 0.00 | 4/4/2022 & 4/8/2022: Checked Bags at Airports | 60.000 | USC01 | CL043 | 158062 | A0001 | 52024 | 503 | | | |
| 6 | EMPL | 3000108656 | Travel for Annual NALP Conf | | Crane,Elizabeth Collins | ECCCRANE@mailbox.sc.edu | 04/04/2022 | 04/09/2022 | New Orleans, LA | OUTST | 04/15/2022 | KFINCH | Kaitlyn Finch | KFINCH@mailbox.sc.edu | 6 | 1 | Ground Transportation | | | 0.00 | 4/9/2022: Lyft: From Hotel to Airport | 38.910 | USC01 | CL043 | 158062 | A0001 | 52024 | 503 | | | |
| 7 | EMPL | 3000108656 | Travel for Annual NALP Conf | | Crane,Elizabeth Collins | ECCCRANE@mailbox.sc.edu | 04/04/2022 | 04/09/2022 | New Orleans, LA | OUTST | 04/15/2022 | KFINCH | Kaitlyn Finch | KFINCH@mailbox.sc.edu | 7 | 1 | Miscellaneous Travel Expenses | | | 0.00 | 4/5-9/2022: CLT Airport Parking | 48.000 | USC01 | CL043 | 158062 | A0001 | 52024 | 503 | | | |
| 8 | EMPL | 3000108656 | Travel for Annual NALP Conf | | Crane,Elizabeth Collins | ECCCRANE@mailbox.sc.edu | 04/04/2022 | 04/09/2022 | New Orleans, LA | OUTST | 04/15/2022 | KFINCH | Kaitlyn Finch | KFINCH@mailbox.sc.edu | 8 | 1 | Meal Expenses | | | 0.00 | Per Diem: Departed 4/5/2022 at 10:00 AM: Returned 4/9/2022 at 1:00 PM | 198.000 | USC01 | CL043 | 158062 | A0001 | 52024 | 503 | | | |
| 9 | EMPL | 3000108656 | Travel for Annual NALP Conf | | Crane,Elizabeth Collins | ECCCRANE@mailbox.sc.edu | 04/04/2022 | 04/09/2022 | New Orleans, LA | OUTST | 04/15/2022 | KFINCH | Kaitlyn Finch | KFINCH@mailbox.sc.edu | 9 | 1 | Miscellaneous Travel Expenses | | | 0.00 | 4/6/2022: Telephone/Internet for Sheraton New Orleans Hotel | 42.520 | USC01 | CL043 | 158062 | A0001 | 52024 | 503 | | | |
| 10 | EMPL | 3000113711 | Human Anatomy Conference | | Gonzalez,Jessica Terry | HOLLANJT@mailbox.sc.edu | 05/24/2022 | 05/30/2022 | Ft. Lauderdale, FL | OUTST | 06/06/2022 | JLH41 | Jennifer Houston | JLH41@mailbox.sc.edu | 1 | 1 | Hotel and Lodging | | | 0.00 | Hotel for 3 nights | 269.500 | USC01 | SM000 | 964400 | A0001 | 52024 | 101 | | | |
| 11 | EMPL | 3000113711 | Human Anatomy Conference | | Gonzalez,Jessica Terry | HOLLANJT@mailbox.sc.edu | 05/24/2022 | 05/30/2022 | Ft. Lauderdale, FL | OUTST | 06/06/2022 | JLH41 | Jennifer Houston | JLH41@mailbox.sc.edu | 1 | 2 | Hotel and Lodging | | | 0.00 | Hotel for 3 nights | 269.510 | USC01 | SM000 | 966800 | L1100 | 52024 | 202 | | | |
| 12 | EMPL | 3000113711 | Human Anatomy Conference | | Gonzalez,Jessica Terry | HOLLANJT@mailbox.sc.edu | 05/24/2022 | 05/30/2022 | Ft. Lauderdale, FL | OUTST | 06/06/2022 | JLH41 | Jennifer Houston | JLH41@mailbox.sc.edu | 2 | 1 | Registration | | | 0.00 | Registration fee | 150.000 | USC01 | SM000 | 964400 | A0001 | 52024 | 101 | | | |
| 13 | EMPL | 3000113711 | Human Anatomy Conference | | Gonzalez,Jessica Terry | HOLLANJT@mailbox.sc.edu | 05/24/2022 | 05/30/2022 | Ft. Lauderdale, FL | OUTST | 06/06/2022 | JLH41 | Jennifer Houston | JLH41@mailbox.sc.edu | 2 | 2 | Registration | | | 0.00 | Registration fee | 150.000 | USC01 | SM000 | 966800 | L1100 | 52024 | 202 | | | |
| 14 | EMPL | 3000113711 | Human Anatomy Conference | | Gonzalez,Jessica Terry | HOLLANJT@mailbox.sc.edu | 05/24/2022 | 05/30/2022 | Ft. Lauderdale, FL | OUTST | 06/06/2022 | JLH41 | Jennifer Houston | JLH41@mailbox.sc.edu | 3 | 1 | Miscellaneous Travel Expenses | | | 0.00 | Parking (On Hotel Receipt) | 41.200 | USC01 | SM000 | 964400 | A0001 | 52024 | 101 | | | |



#10 Travel Q and A

Why can't I find the employee that needs to be reimbursed for travel expenses in PeopleSoft Finance ?

Common Mistake: The employee has not entered banking information on the Review/Edit Profile page in PeopleSoft Finance.

- ✓ The employee is responsible for updating banking information in PeopleSoft. This will validate them in the Travel and Expense module and allow them or a Proxy to create an expense transaction on their behalf. Be sure banking information is correct and update when necessary.
 - On the USC Bank Accounts tab enter bank name, routing number, account number, and type of account – checking or savings. Once saved, the employee is valid for expenses and transactions can be processed on their behalf.
 - If the employee has entered their banking information and still can't be located, please check to see if the default profile box is checked on their PeopleSoft Finance profile. If it's not checked, please contact Travel, teoffice@mailbox.sc.edu, for assistance.



Favorites ▾ Main Menu ▾ > Employee Self-Service ▾ > Travel and Expenses ▾ > Review/Edit Profile

UNIVERSITY OF SOUTH CAROLINA All Search Advanced Search

Employee Data Organizational Data User Defaults **USC Bank Accounts** Corporate Card Information

Joanne Callahan

Organizational Data 1 of 1 View All

GL Unit USC01 University of South Carolina Default Profile
 Department 652000 IT BUSINESS OPERATIONS Hold Payment
 *Payment Method Automated Clearing House

****IMPORTANT** Complete Bank Information Section, verify email address and save to validate Employee User Profile prior to creating any travel and expense related transactions.**

Bank Account Info

Bank Info Instructions JOANNEC@mailbox.sc.edu Update Email

Country USA United States
 Bank Name JP Morgan Chase Bank
 Branch Name
 Bank ID Qualifier 001 United States Bank Account Type Check Acct
 Digital Routing Number
 Bank Account Number ***** Show/Edit Bank Account Number
 DFI Qualifier 01 DFI ID
 IBAN Digit Transit Number

Remove My Bank Account Information

Save Return to Search

Updating Banking Information in PeopleSoft Finance

Navigation in PeopleSoft Finance:

Main Menu > Employee Self-Service > Travel and Expenses > Review/Edit Profile > USC Bank Accounts Tab

Note: All Travel and Expense module payments are made via direct deposit.

Default Profile Box Page Checked

Navigation in PeopleSoft Finance:

Main Menu > Employee Self-Service > Travel and Expenses > Review/Edit Profile > Organizational Data Tab

Note: The default profile box must be checked on the employee's Profile page.

The screenshot shows the 'Review/Edit Profile' page for Joanne Callahan. The breadcrumb trail is: Favorites > Main Menu > Employee Self-Service > Travel and Expenses > Review/Edit Profile. The page header includes the University of South Carolina logo and a search bar. Below the header are tabs for 'Employee Data', 'Organizational Data' (which is selected), 'User Defaults', 'USC Bank Accounts', and 'Corporate Card Information'. The main content area is titled 'Joanne Callahan' and contains a section for 'Expenses Processing Data'. In this section, the 'Valid for Expenses' checkbox is checked and labeled 'Default Profile'. Other options include 'Ignore Authorized Amounts' (unchecked), 'Per Diem Amount Type' set to 'Active Amounts', and 'Reason for Status' as 'Passed All Validation Edits'. Below this are two information boxes: 'HR Information' and 'Supervisor Information'. The 'HR Information' box shows: Employee Status: Active; Hire Date: 12/31/2017; GL Unit: USC01 University of South Carolina; Department: 620499 CONTROLLERS OFFICE; Hours Per Period: Use Business Unit Default (checked). The 'Supervisor Information' box shows: Name, ID, Telephone, and Designated Approver: SCFPT_WF_ADMINISTRATOR.

Expenses Processing Data

Valid for Expenses Yes

Reason for Status Passed All Validation Edits

Default Profile

Ignore Authorized Amounts

Per Diem Amount Type Active Amounts

HR Information

Employee Status Active

Hire Date 12/31/2017

GL Unit USC01 University of South Carolina

Department 620499 CONTROLLERS OFFICE

Hours Per Period Use Business Unit Default

Supervisor Information

Name

ID

Telephone

Designated Approver SCFPT_WF_ADMINISTRATOR

Resources & Contacts



UNIVERSITY OF
South Carolina

New and Updated Travel Resources!

- [Travel Checklist – Updated](#)
- [Travel Card Descriptions One Page Reference – New](#)
- [Travel Quick Reference Guide – Updated](#)

These resources can be found on the [Travel](#) page in the General Accounting section of our website.



Controller's Office Contact List

| General Accounting (JEs, JVs, Apex, GL issues/Questions) | Email Address |
|--|--|
| General Email Address | genacctg@mailbox.sc.edu |
| Cash Advance Settlement | cashadvc@mailbox.sc.edu |
| Payroll Retro Journal Entries | retroje@mailbox.sc.edu |
| Chartfield Maintenance | cfmaint@mailbox.sc.edu |
| Moving Mailbox | moving@mailbox.sc.edu |
| PeopleSoft Finance Security Requests | pssecure@mailbox.sc.edu |
| Accounts Payable | Email Address |
| General Email Address | ap@mailbox.sc.edu |
| AP Uploads | apupload@mailbox.sc.edu |
| Supplier Maintenance | apsupplr@mailbox.sc.edu |
| Travel Office | Email Address |
| General Email Address | teoffice@mailbox.sc.edu |
| Student/Non-employee Travel Authorizations and Travel Reimbursement Vouchers | tesubmit@mailbox.sc.edu |

Controller's Office Contact List

| Capital Assets | Email Address |
|---|--|
| Physical Inventory | physinv@mailbox.sc.edu |
| Cash Management and Treasury | Email Address |
| General Treasury Email Address | treasury@mailbox.sc.edu |
| Program Expense Card | cards@mailbox.sc.edu |
| Team Card | teamcard@mailbox.sc.edu |
| Travel Card | trvcard@mailbox.sc.edu |
| Compliance and Tax | Email Address |
| General Compliance Email Address | concp1@mailbox.sc.edu |
| General Tax Email Address | tax@mailbox.sc.edu |
| Research/Development Sales/Use Tax Exemptions | rdequip@mailbox.sc.edu |
| Payroll | Email Address |
| General Email Address | payroll@mailbox.sc.edu |

Questions



UNIVERSITY OF
South Carolina

THANK YOU!

Office of the Controller



Alone, we can do so little; together,
we can do so much.



Address:

1600 Hampton Street
Columbia, SC 29208



Contact Number:

Phone: 803-777-2602
Fax: 803-777-9586



Email Address:

controller@sc.edu



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South Carolina



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South Carolina