OFFICE OF THE CONTROLLER

General Accounting – Travel Team

Student/Non-Employee Travel eForms

September 2025

UNIVERSITY OF
South Carolina

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TA & TRV eForms

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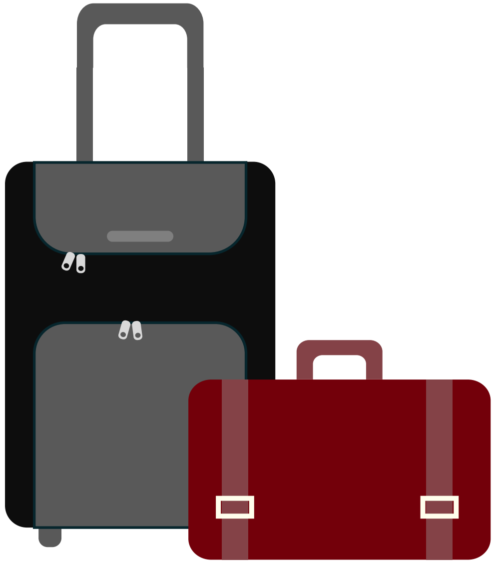
Student/Non-Employee Travel Authorization (TA)

- A TA is an estimate of travel expenses for a non-employee or student.
- Non-employees and students require a TA for **all** travel. (including direct bill to a supplier)
- The TA eform can be found in PeopleSoft Finance.
- Use the following navigation:

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



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Student/Non-Employee Travel Reimbursement Voucher (TRV)

- A Travel Reimbursement Voucher (TRV) is used to reimburse non-employees and students.
- The TRV eform can be found in PeopleSoft Finance.
- Use the following navigation:

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

- To expedite the reimbursement of travel expenses:
  - ✓ Include payee name, valid address, dates, destination, time of departure and return.
  - ✓ All paid receipts for expenses that show proof of payment.
  - ✓ Paid itemized receipt for lodging.
  - ✓ Original paid airfare receipt with name of traveler, dates, flight information, class of service, amount proof of payment and ticket number.

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Meal Allowance

- In-State, Out-of-State, & Canada follow the below rates.
- U.S. Department of State Foreign Per Diem Rates based on country, location, & date.
- There is no meal reimbursement for one day travel.

Per Diem Meal Allowance		
Meal	**In-State**	**Out-of-State**
Breakfast	$8.00	$10.00
Lunch	$10.00	$15.00
Dinner	$17.00	$25.00
All Meals	$35.00	$50.00

Day of Departure		Day of Return	
Time of Departure	**Meals Reimbursed**	**Time of Return**	**Meals Reimbursed**
Before 6:30am	All Meals	Before 11:00am	None
6:31am - 11:00am	Lunch & Dinner	11:00am – 1:30pm	Breakfast Only
11:01am - 5:15pm	Dinner Only	1:31pm – 8:30pm	Breakfast & Lunch
After 5:15pm	None	After 8:30pm	All Meals

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Meal Allowance Example

You are scheduled for a three-day business trip outside of South Carolina, traveling within the United States.

- On the first day, you depart at 2:00 pm. For this day, your maximum per diem allowance will be $25 for dinner.
- The second day of your trip had per diem allowance of $25. This covers $10 for breakfast, $15 for lunch, and $25 for dinner. Your dinner is provided by the conference or a vendor, so this is deducted and not part of your reimbursement.
- On the third and final day, you return at 2:00 pm. The maximum per diem allowance for this day was $25, with $10 allocated for breakfast and $15 for lunch.

Total meal reimbursement for this trip is $75.

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Understanding the Different Form Status

eForm Status	
Saved	The TA/TRV eForm has not been submitted.
Withdrawn	The creator of the TA/TRV has cancelled the eForm and therefore it cannot be resubmitted.
Pending	The TA/TRV eForm has been submitted and waiting for approvals.
Denied	An approver denied the TA/TRV and therefore it cannot be resubmitted.
On Hold	An approver has put the TA/TRV on hold, but the creator and approver can continue to make changes to the TA/TRV and resubmit using the Update TA/TRV option on the landing page.
Executed	The TA/TRV is fully approved and is assigned an ID.
Recycle	An approver has returned the TA/TRV to the creator. When recycled, only the creator can make changes and resubmit using the Update TA/TRV option on the landing page. The form status will show partially approved.

Policies & Procedures

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Policies and Procedures

- Airfare – Economy Class only.
- Hotels – Maximum $441.14/night plus taxes and fees.
- Paid itemized receipts are required for lodging.
- No lodging within 50 miles of your official headquarters and/or place of residence.
- Current mileage rate is $0.70/mile – No mileage reimbursement within 10 miles of an employee's official headquarters and/or place of residence.
- Ridesharing (Uber, Lyft) is allowed with paid receipt.

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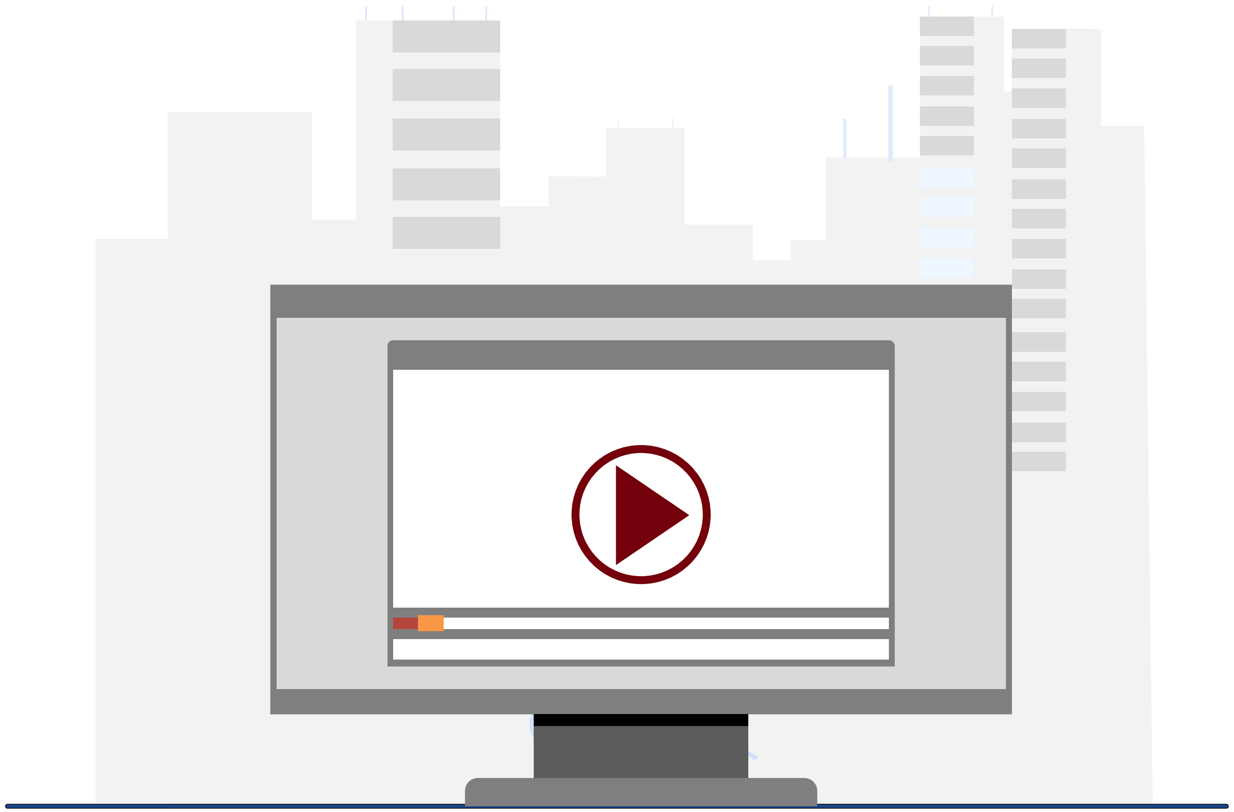
Policies and Procedures

- When claiming reimbursement for expenses that are in a foreign currency, the TRV should be completed in US dollars and the rate of exchange documented. Please use the exchange rate on the date of the transaction or amount posted to credit card statement.

- No inclusion of personal travel.

- Study Abroad **does not** go through Travel.

- Reimbursement for travel will be made after the trip is complete and expenses should be submitted within 7 days of return from trip.



Demonstration

- Completing a TA for Non-Employees and Students
- Completing a TRV for Non-Employees and Students

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Resources & Contacts

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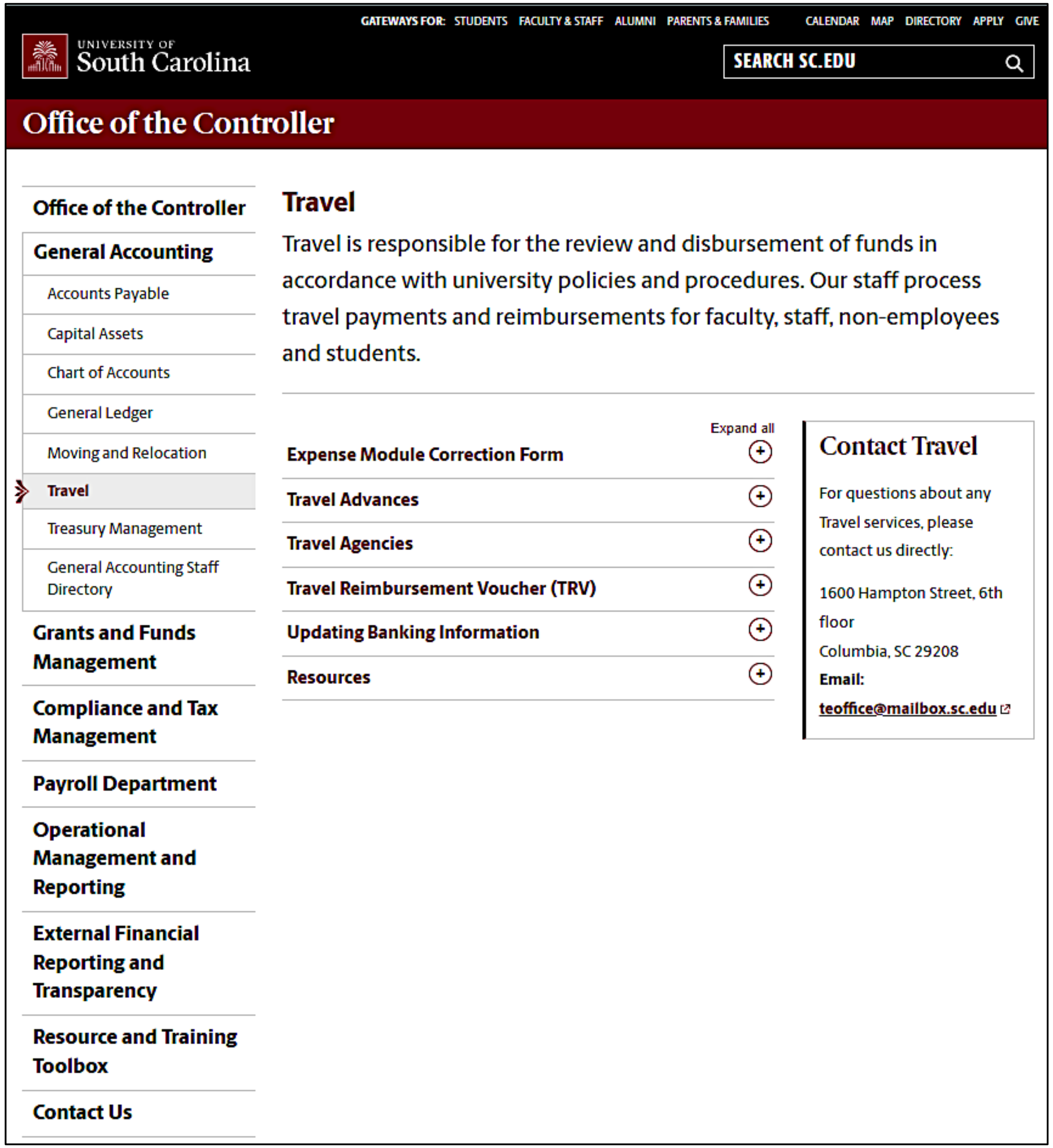

Where to Find Resources Referenced in this Presentation

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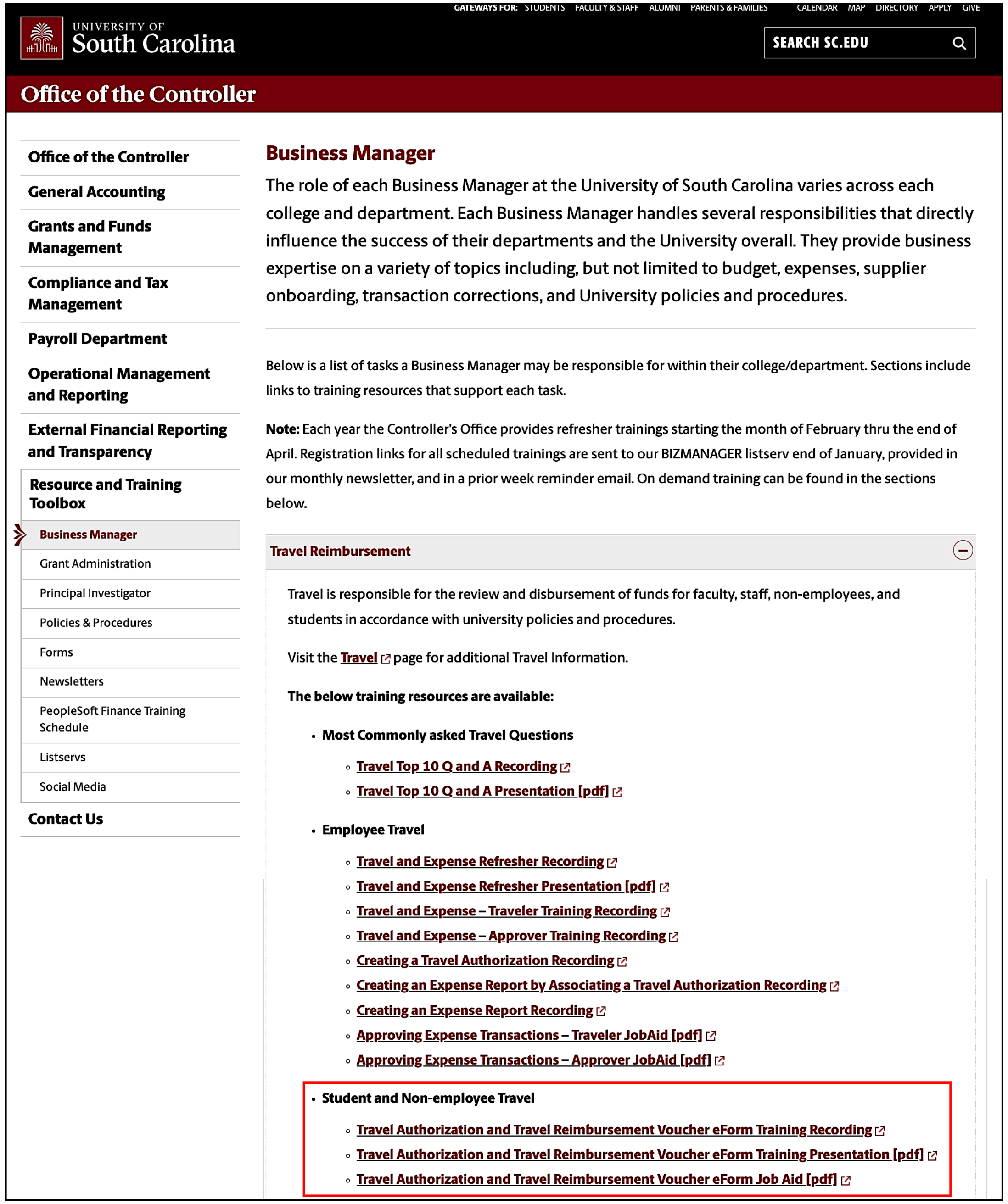
GATEWAYS FOR: STUDENTS FACULTY & STAFF ALUMNI PARENTS & FAMILIES CALENDAR MAP DIRECTORY APPLY GIVE

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Office of the Controller

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- Operational Management and Reporting
- External Financial Reporting and Transparency
- Resource and Training Toolbox
  - Business Manager
  - Grant Administration
  - Principal Investigator
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  - Forms
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  - PeopleSoft Finance Training Schedule
  - Listservs
  - Social Media
- Contact Us

Business Manager

The role of each Business Manager at the University of South Carolina varies across each college and department. Each Business Manager handles several responsibilities that directly influence the success of their departments and the University overall. They provide business expertise on a variety of topics including, but not limited to budget, expenses, supplier onboarding, transaction corrections, and University policies and procedures.

Below is a list of tasks a Business Manager may be responsible for within their college/department. Sections include links to training resources that support each task.

Note: Each year the Controller's Office provides refresher trainings starting the month of February thru the end of April. Registration links for all scheduled trainings are sent to our BIZMANAGER listserv end of January, provided in our monthly newsletter, and in a prior week reminder email. On demand training can be found in the sections below.

Travel Reimbursement

Travel is responsible for the review and disbursement of funds for faculty, staff, non-employees, and students in accordance with university policies and procedures.

Visit the Travel page for additional Travel Information.

The below training resources are available:

- Most Commonly asked Travel Questions
  - Travel Top 10 Q and A Recording
  - Travel Top 10 Q and A Presentation [pdf]
- Employee Travel
  - Travel and Expense Refresher Recording
  - Travel and Expense Refresher Presentation [pdf]
  - Travel and Expense – Traveler Training Recording
  - Travel and Expense – Approver Training Recording
  - Creating a Travel Authorization Recording
  - Creating an Expense Report by Associating a Travel Authorization Recording
  - Creating an Expense Report Recording
  - Approving Expense Transactions – Traveler JobAid [pdf]
  - Approving Expense Transactions – Approver JobAid [pdf]
- Student and Non-employee Travel
  - Travel Authorization and Travel Reimbursement Voucher eForm Training Recording
  - Travel Authorization and Travel Reimbursement Voucher eForm Training Presentation [pdf]
  - Travel Authorization and Travel Reimbursement Voucher eForm Job Aid [pdf]

Where to Find Resources

For TA/TRV training resources, visit our Business Manager page.

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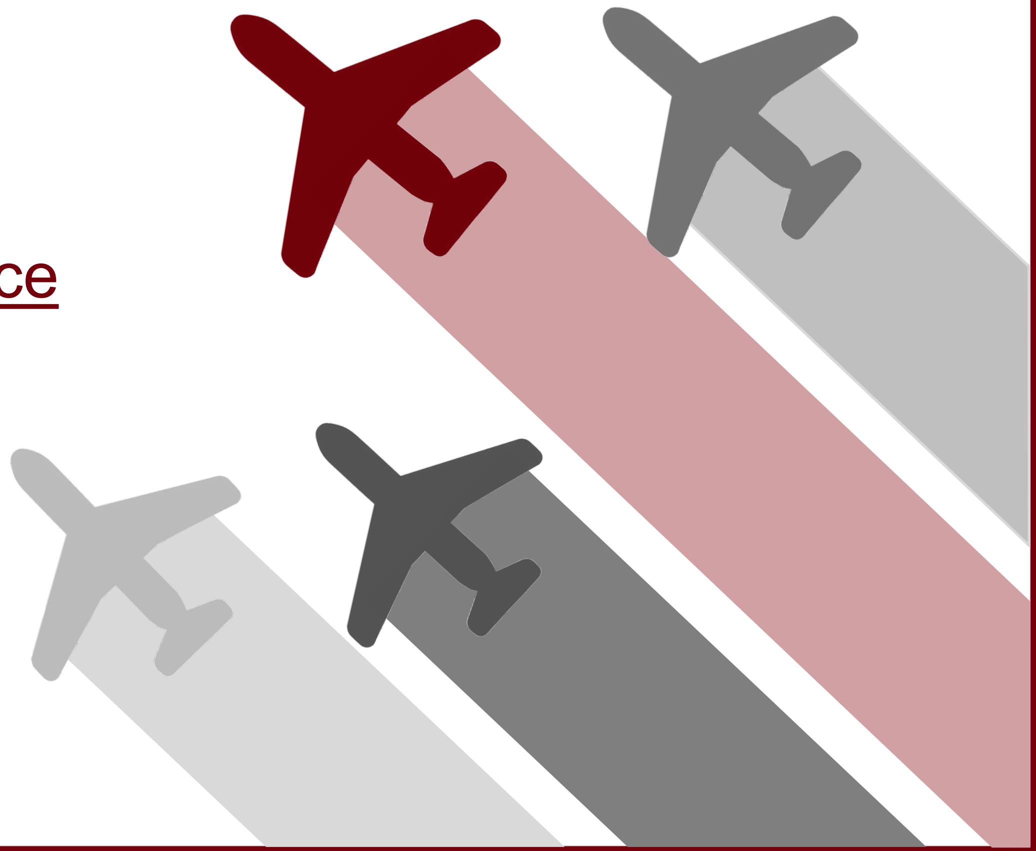
Travel Office Resources

Contact Us: tesubmit@mailbox.sc.edu

Resources:

- Controller's Office – Travel Page
- TA and TRV Voucher eForm Job Aid
- Find a Saved TRV Quick Reference
- Finding a Recycled TRV Quick Reference
- Create a TRV Quick Reference
- Travel Policy
- Travel Procedures



Questions

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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 & Relocation 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
Capital Leases	lease@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	controllercompliance@sc.edu
General Tax Email Address	tax@mailbox.sc.edu
Research/Development Sales/Use Tax Exemptions	rdequip@mailbox.sc.edu
Time and Effort Reporting	timeandeffort@sc.edu

Controller’s Office Contact List

Grants and Funds Management	Email Address
Sponsored Award Specific Questions	Contact your **Post Award Accountant** (PAA)
Payroll	**Email Address**
General Email Account	payroll@mailbox.sc.edu

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THANK YOU!

Office of the Controller

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1600 Hampton Street
Columbia, SC 29208

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

Email Address:
controller@sc.edu

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

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