

# **OFFICE OF THE CONTROLLER**

## **General Accounting – Travel Team Student/Non-Employee Travel eForms**

**February 2025**





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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**



# Demonstration

- Completing a TA for Non-Employees and Students



# 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.



# 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.
- [U.S. Department of State Foreign Per Diem Rates](#) based on country, location, & date.
- **NO MEAL REIMBURSEMENT FOR ONE DAY TRAVEL.**



# Understanding the Different Form Status

eForm Status	
<b>Saved</b>	The TA/TRV eForm has not been submitted.
<b>Withdrawn</b>	The creator of the TA/TRV has cancelled the eForm and therefore it cannot be resubmitted.
<b>Pending</b>	The TA/TRV eForm has been submitted and waiting for approvals.
<b>Denied</b>	An approver denied the TA/TRV and therefore it cannot be resubmitted.
<b>On Hold</b>	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.
<b>Executed</b>	The TA/TRV is fully approved and is assigned an ID.
<b>Recycle</b>	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.





# Demonstration

- Completing a TRV for Non-Employees and Students



# Policies & Procedures



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# Policies and Procedures

- Airfare – Economy Class only.
- Hotels – Maximum \$429.54/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.



# 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.



# Resources & Contacts



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## Office of the Controller

### Office of the Controller

#### General Accounting

Accounts Payable

Capital Assets

Chart of Accounts

General Ledger

Moving and Relocation

#### Travel

Treasury Management

General Accounting Staff Directory

#### Grants and Funds Management

#### Compliance and Tax Management

#### Payroll Department

#### Operational Management and Reporting

#### External Financial Reporting and Transparency

#### Resource and Training Toolbox

#### Contact Us

### Travel

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

#### Expense Module Correction Form

Expand all



#### Travel Advances



#### Travel Agencies



#### Travel Reimbursement Voucher (TRV)



#### Updating Banking Information



#### Resources



#### Contact Travel

For questions about any Travel services, please contact us directly:

1600 Hampton Street, 6th floor  
Columbia, SC 29208

Email:

[teoffice@mailbox.sc.edu](mailto:teoffice@mailbox.sc.edu)

# Where to Find Resources Referenced in this Presentation



## Office of the Controller

Office of the Controller

General Accounting

Grants and Funds Management

Compliance and Tax Management

Payroll Department

Operational Management and Reporting

External Financial Reporting and Transparency

Resource and Training Toolbox

Business Manager

Grant Administration

Principal Investigator

Policies &amp; Procedures

Forms

Newsletters

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.



# Travel Office Resources

- Contact Us:  
[tesubmit@mailbox.sc.edu](mailto:tesubmit@mailbox.sc.edu)
- Controller's Office – Travel Page:  
[https://www.sc.edu/about/offices\\_and\\_divisions/controller/general\\_accounting/travel/index.php](https://www.sc.edu/about/offices_and_divisions/controller/general_accounting/travel/index.php)
- Travel Policy:  
<https://sc.edu/policies/ppm/fina250.pdf>
- Travel Procedures:  
[https://sc.edu/about/offices\\_and\\_divisions/controller/documents/fina100\\_procedure.pdf](https://sc.edu/about/offices_and_divisions/controller/documents/fina100_procedure.pdf)





# Controller's Office Contact List

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

# Controller's Office Contact List

<b>Capital Assets</b>	<b>Email Address</b>
Physical Inventory	<a href="mailto:physinv@mailbox.sc.edu">physinv@mailbox.sc.edu</a>
<b>Cash Management and Treasury</b>	<b>Email Address</b>
General Treasury Email Address	<a href="mailto:treasury@mailbox.sc.edu">treasury@mailbox.sc.edu</a>
Program Expense Card	<a href="mailto:cards@mailbox.sc.edu">cards@mailbox.sc.edu</a>
Team Card	<a href="mailto:teamcard@mailbox.sc.edu">teamcard@mailbox.sc.edu</a>
Travel Card	<a href="mailto:trvcard@mailbox.sc.edu">trvcard@mailbox.sc.edu</a>
<b>Compliance and Tax</b>	<b>Email Address</b>
General Compliance Email Address	<a href="mailto:concpl@mailbox.sc.edu">concpl@mailbox.sc.edu</a>
General Tax Email Address	<a href="mailto:tax@mailbox.sc.edu">tax@mailbox.sc.edu</a>
Research/Development Sales/Use Tax Exemptions	<a href="mailto:rdequip@mailbox.sc.edu">rdequip@mailbox.sc.edu</a>
Time and Effort Reporting	<a href="mailto:timeandeffort@sc.edu">timeandeffort@sc.edu</a>

# Controller's Office Contact List

Grants and Funds Management	Email Address
Sponsored Award Specific Questions	Contact your <b>Post Award Accountant</b> (PAA)
Payroll	Email Address
General Email Account	<a href="mailto:payroll@mailbox.sc.edu">payroll@mailbox.sc.edu</a>



# Questions



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# 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](mailto:controller@sc.edu)



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