

OFFICE OF THE CONTROLLER

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





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New 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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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.
- Foreign – US Dept of State guidelines based on country, location, & date.
- **NO MEAL REIMBURSEMENT FOR ONE DAY TRAVEL.**



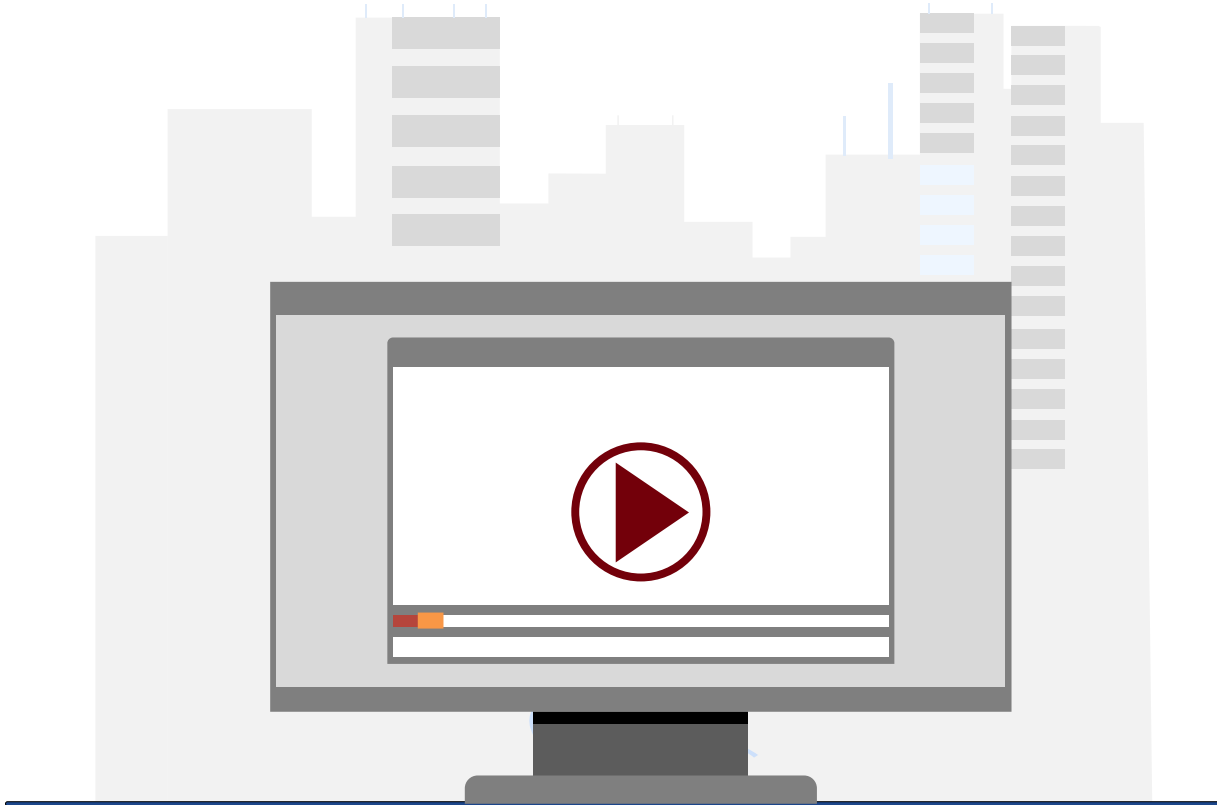
Understanding the Different Form Status

| 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| Withdrawn | The creator of the TA/TRV has cancelled the eForm and therefore it cannot be resubmitted.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. |



Demonstration

- Completing a TRV for Non-Employees and Students



Policies & Procedures



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Policies and Procedures

- Airlines – Economy Class only.
- Hotels – Maximum \$417.03/night plus taxes and fees.
- Itemized receipts are required for lodging.
- No Lodging within 50 miles of your official headquarters and/or place of residence.
- Current mileage rate is \$0.67/mile – No mileage reimbursement within 10 miles of an employee's official headquarters and/or place of residence.
- Ridesharing (Uber, Lyft) is allowed with receipt.



Policies and Procedures

- When claiming reimbursement for expenses that are in a foreign currency, expense reports should be completed in US dollars and the rate of exchange documented. Please use the exchange rate on the date of the transaction.
- 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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**TA/TRV eForms went
live in Finance
PeopleSoft November 1!**



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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

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 & 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
- Controller's Office – Travel Page:
https://www.sc.edu/about/offices_and_divisions/controller/general_accounting/travel/index.php
- Travel Policy:
<http://www.sc.edu/policies/ppm/fina100.pdf>
- Travel Procedures:
https://www.sc.edu/about/offices_and_divisions/controller/documents/fina100travel_procedure.pdf



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



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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



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