UNIVERSITY OF
South Carolina

Office of the Controller
Travel Team
Travel Authorization and Travel Reimbursement Voucher eForm

Table of Contents

I. Objectives

By the end of this procedure, you should be able to:

- Create a TA/TRV eForm
- Update a TA/TRV eForm
- Approve a TA/TRV eForm
- View a TA/TRV eForm

II. Tips and Tricks

Here are few tips and tricks when **creating a TA** eForm:

- Add multiple travelers if traveling for the same purpose and location.

- Be sure to have the following before creating a TA eForm:
    - Traveler(s) names
    - List of Expense Types to be included
    - Correct chartfield information that will need to be added to the Distribution Details for each Expense line
    - Supporting documentation, if applicable

- Distribution details will need to be added to each individual Expense line, the eForm does not provide the ability to apply to all lines by entering one time.

Here are few tips and tricks when **creating a TRV** eForm:

- The system requires a Travel Voucher to be created for each individual traveler.

- Be sure to have a valid address for the traveler which will need to be entered on the Recipient Information page of the eForm.

- When completing a TRV, please be sure to attach paid receipts for expenses that show proof of payment. Receipts can include:
    - Paid itemized receipt for lodging.
    - Original paid airfare receipt with name of traveler, dates, flight information, class of service, proof of payment, and ticket number.

III. Explanation of eForm Status Options

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Withdrawn	The creator of the TA/TRV has cancelled the eForm and therefore it cannot be resubmitted.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

IV. Left Navigation Options

Left Navigation Options	
Landing Page	Click this option to find the definition of a TA/TRV, what should be included with a TRV, how a TRV is paid, and who to contact if you have questions.
Add a Travel Authorization	Click this option to create an estimate of travel expenses for a student or non-employee.
Add a Travel Voucher	Click this option to reimburse a student or non-employee for travel expenses.
Update TA/TRV	Click this option to complete a TA/TRV that has been saved, not submitted or pending approval. From here you can make changes, Save, Submit, or Withdraw.
Approve TA/TRV	Click this option to search for a TA/TRV eForm that is ready for approval. You will only see TA/TRV eForms you have access to approve.
View TA/TRV	Click this option to view TA/TRV eForm details, status, and/or see who has approved the entry.

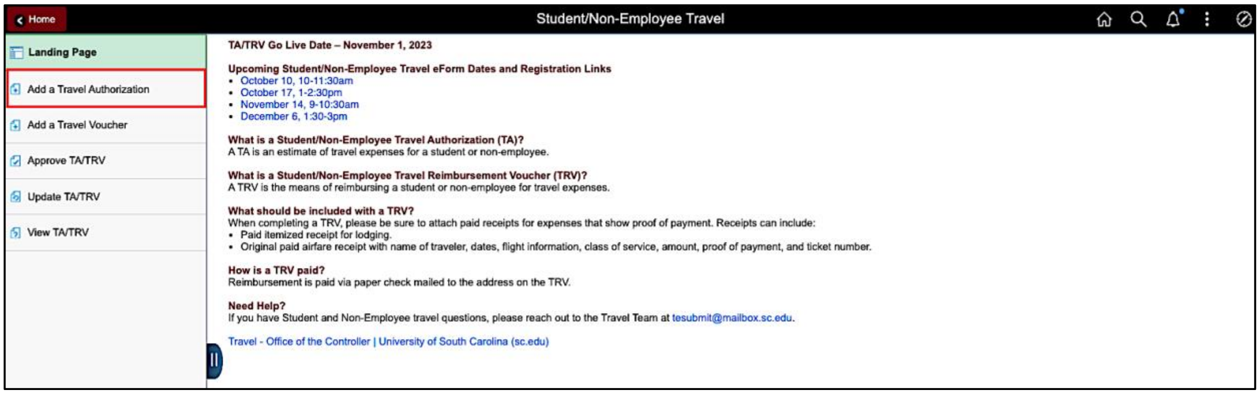
V. Creating a TA eForm

A TA (Student/Non-Employee Travel Authorization) eForm is used to provide an estimate of travel expenses for a student or non-employee.

To navigate to the Student/Non-Employee Travel eForms Landing page use the following menu path:

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

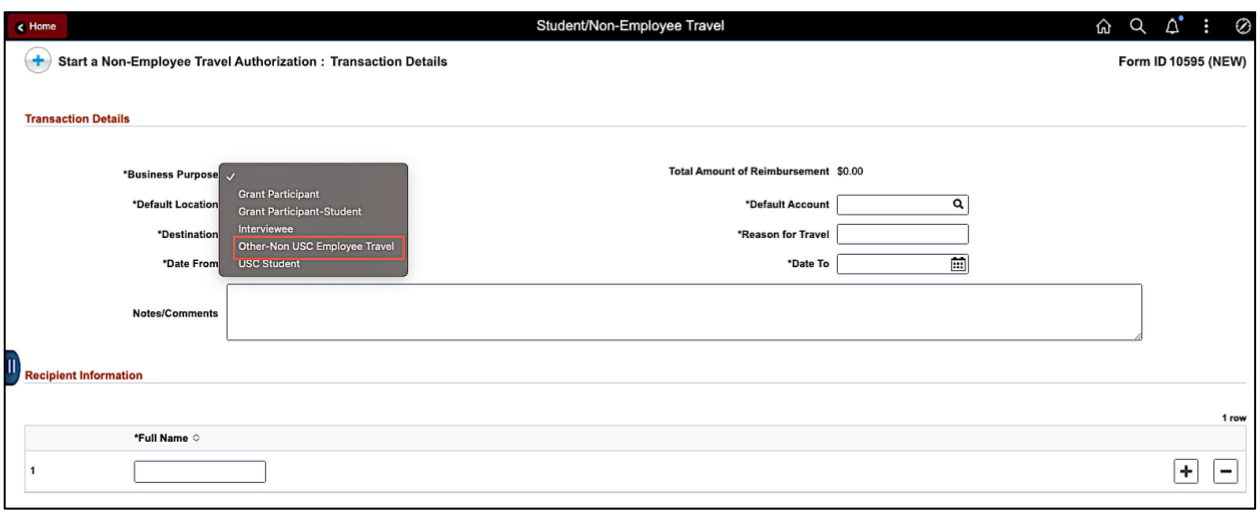
Step 1: Click the **Add a Travel Authorization** tab.



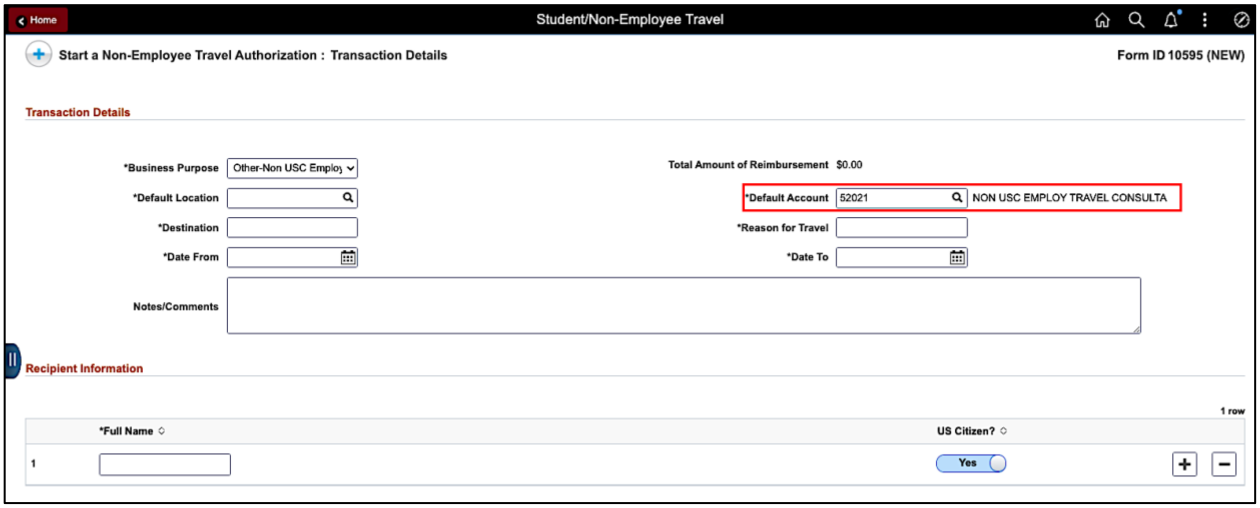
Step 2: On the Non-Employee Travel Authorization Transaction Details page, begin by selecting the Business Purpose. For this example, select **Other - Non USC Employee Travel**. The Business Purpose options are:

- Grant Participant
- Grant Participant – Student
- Interviewee
- Other – Non USC Employee Travel
- USC Student

<u>**Note:**</u> It is very important to select the appropriate business purpose because it populates the account field in the **Default Account** field. Each purpose corresponds to a specific account.

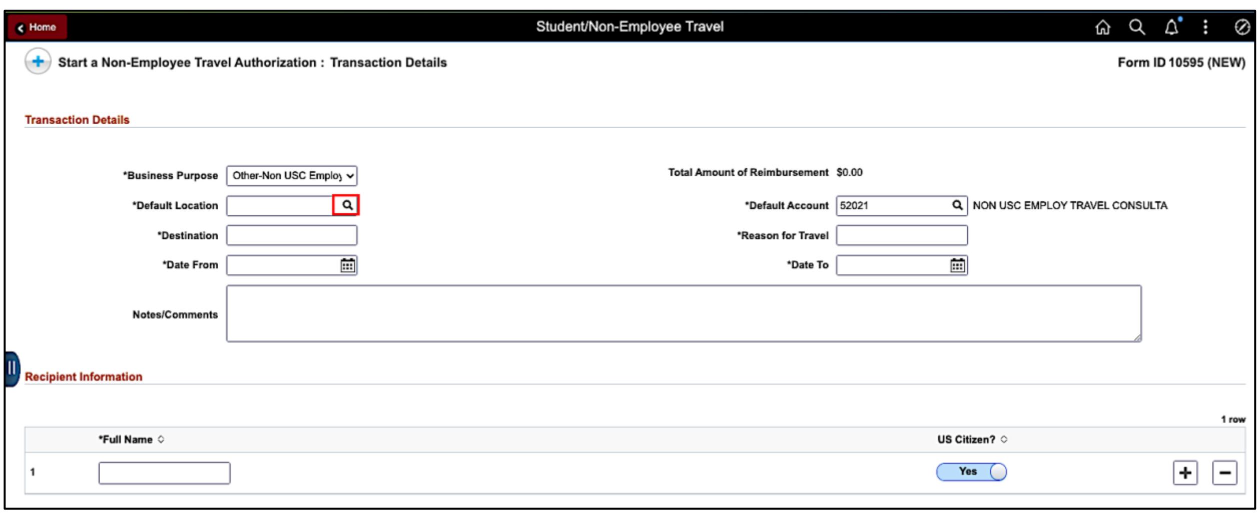


Step 3: Notice the **Default Account** field is now showing **52021** which is the account typically used for non-employee travel. This type of travel can include guest lecturer or someone visiting for a special program.

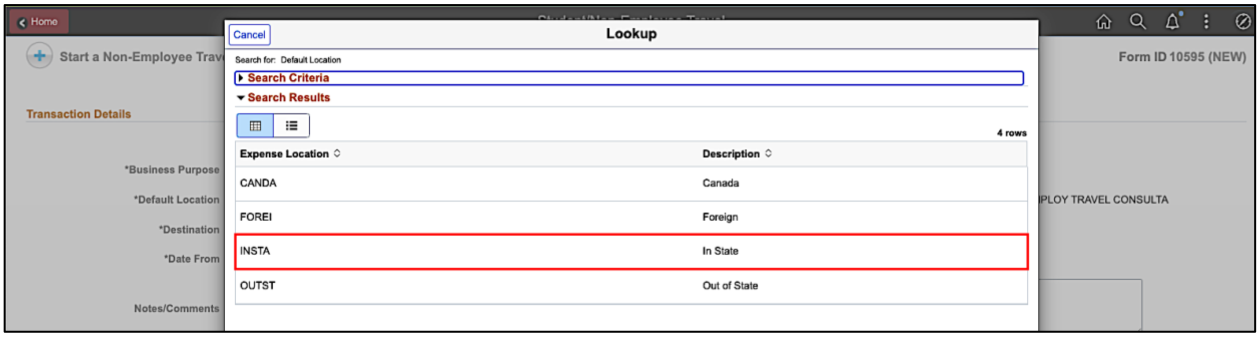


Step 4: Click in the **Lookup Default Location** icon to choose the appliable location based on the travel destination.

- **In State:** Select this option if traveling to the state of South Carolina, or within the state of South Carolina.
- **Out of State:** Select this option if traveling outside of South Carolina within the United States and US Territory.
- **Foreign:** Select this option if traveling outside of the United States.

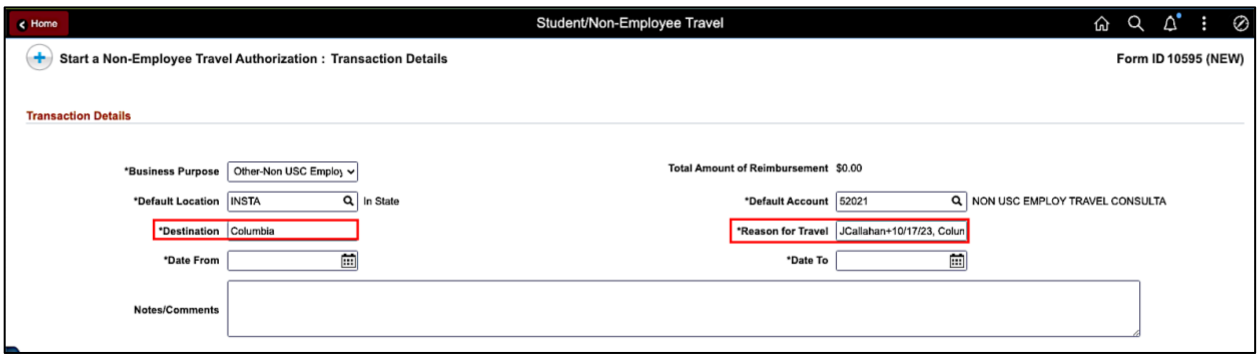


Step 5: For this example, select **In State** because the individual is visiting Columbia, South Carolina.

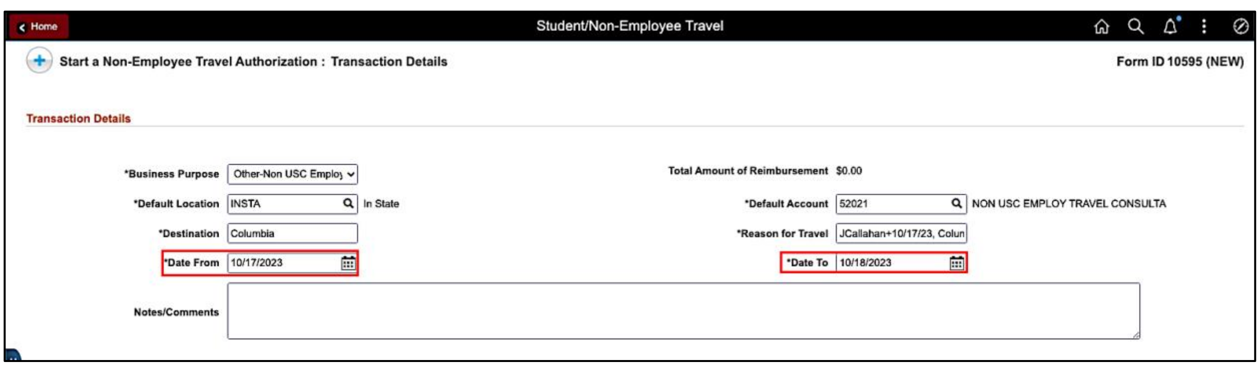


Step 6: Click in the **Destination** field and enter the name of the place the individual(s) will be visiting.

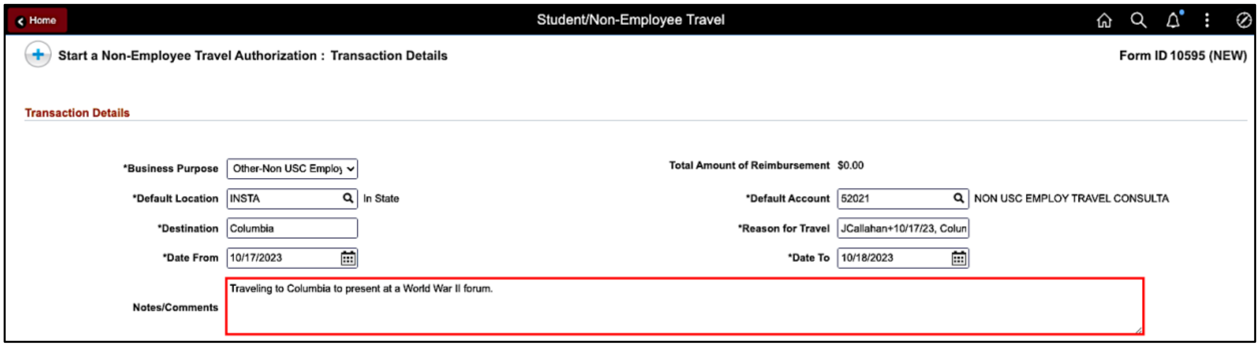
Step 7: Click in the **Reason for Travel** field and enter the first initial and last name for the individual, plus sign + if multiple people included on the TA, date of travel, and location. For this example, enter **J Callahan+, 10/17/23, Columbia**.



Step 8: Enter the <u>**first**</u> day of travel in the **Date From** field and the <u>**last**</u> day of travel in the **Date To** field.

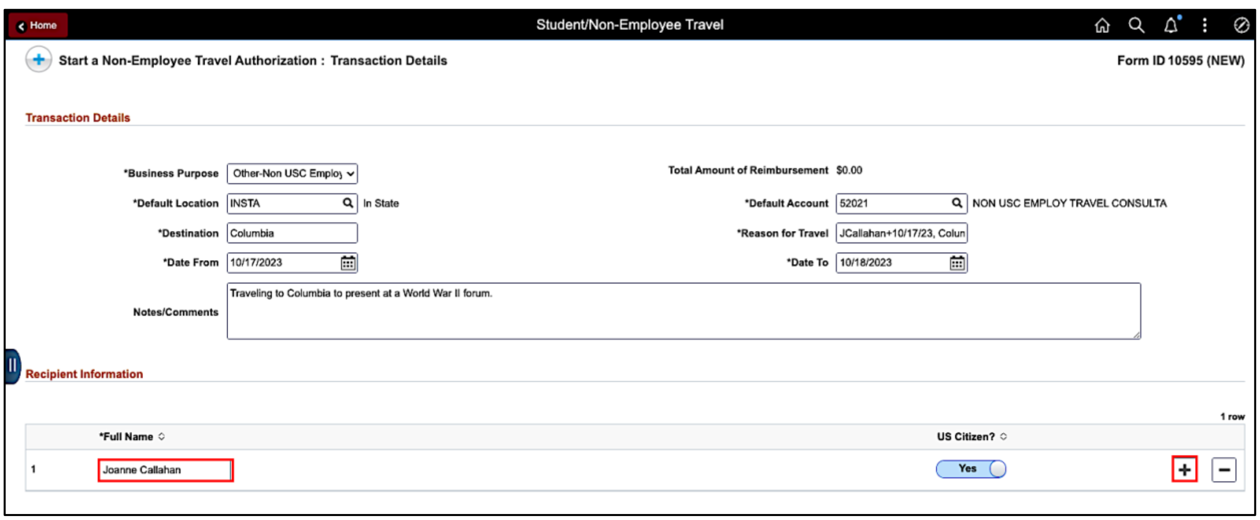


Step 9: In the comments section, enter the reason why the individual(s) are traveling to the specific location.



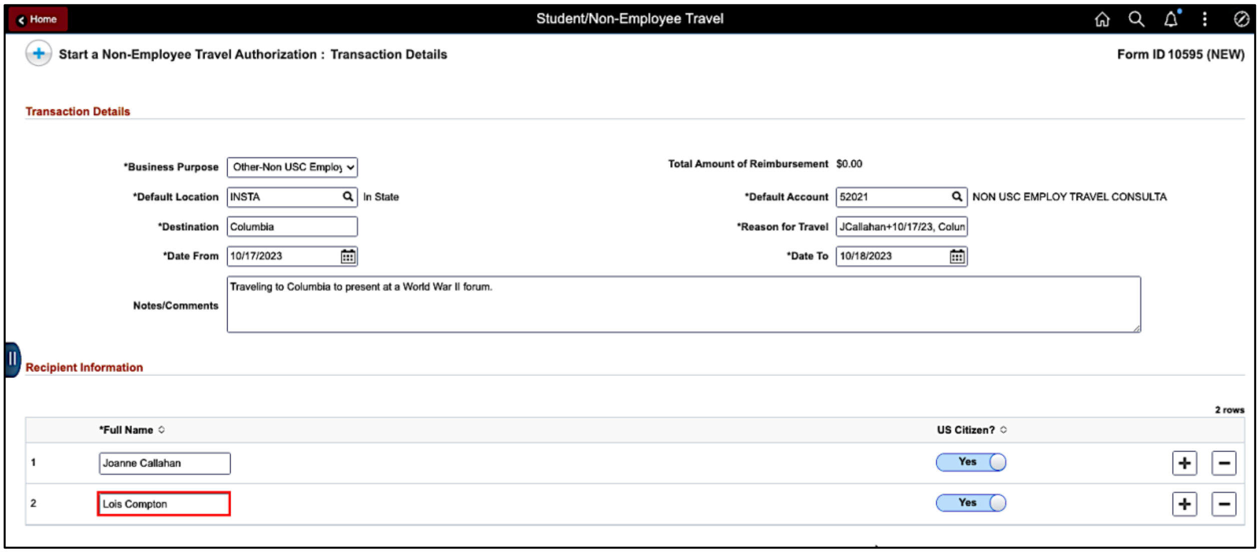
Step 10: In the Recipient Information section, add the name(s) of the individuals traveling. Enter the name of the individual in the **Full Name** field.

Step 11: For this example, there are multiple travelers. To add an additional traveler, click the **Plus +** button to add a row.



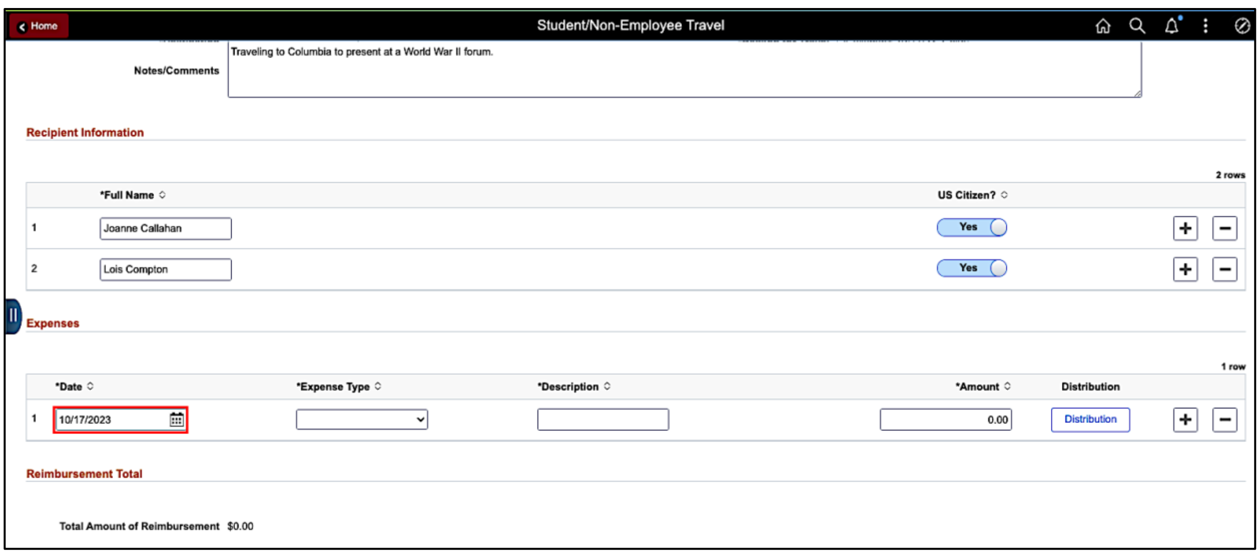
Step 12: Enter the name of the individual in the **Full Name** field.

Note: You can add **multiple** individuals to one TA if the purpose and location is the same.



Step 13: Now let's enter the expenses. To begin, click in the **Date** field. Be sure to enter a date that falls within the dates of travel identified in the Transaction Details section at the top of the eForm.

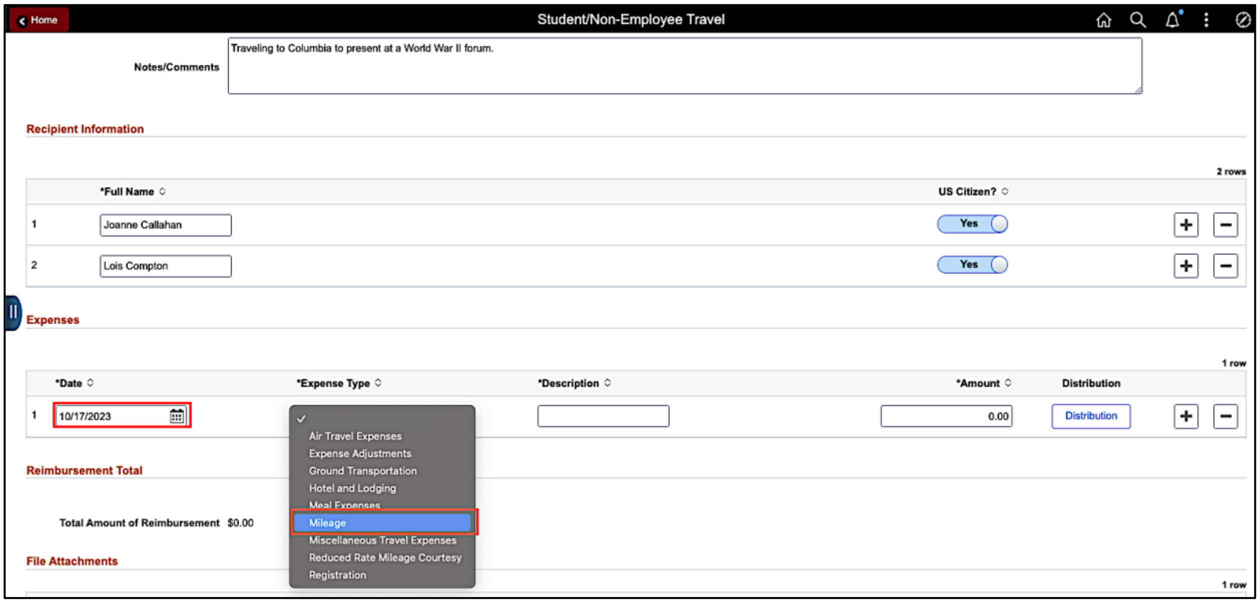
Step 14: To select an expense type, click the Expense Type drop-down arrow and select an appropriate option from the list. For this example, select **Mileage** for the round trip from Charlotte to Columbia.



Step 15: Enter the total miles in the **Miles** field. Once entered, the amount will auto populate.

Step 16: Click in the **Description** field and enter an appropriate description. A good description for this example is "Home to Columbia Round Trip".

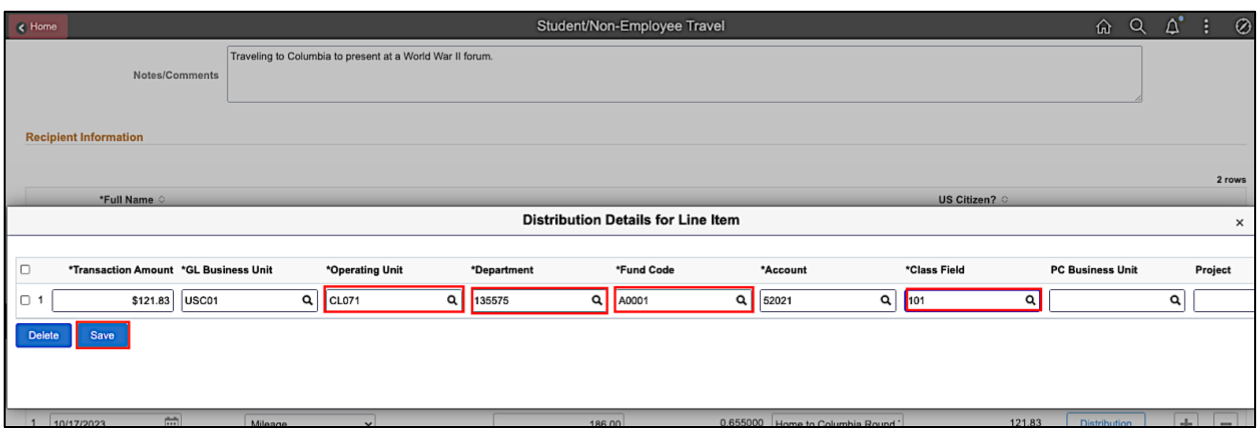
Step 17: To add the chartfield information, click the **Distribution** button.



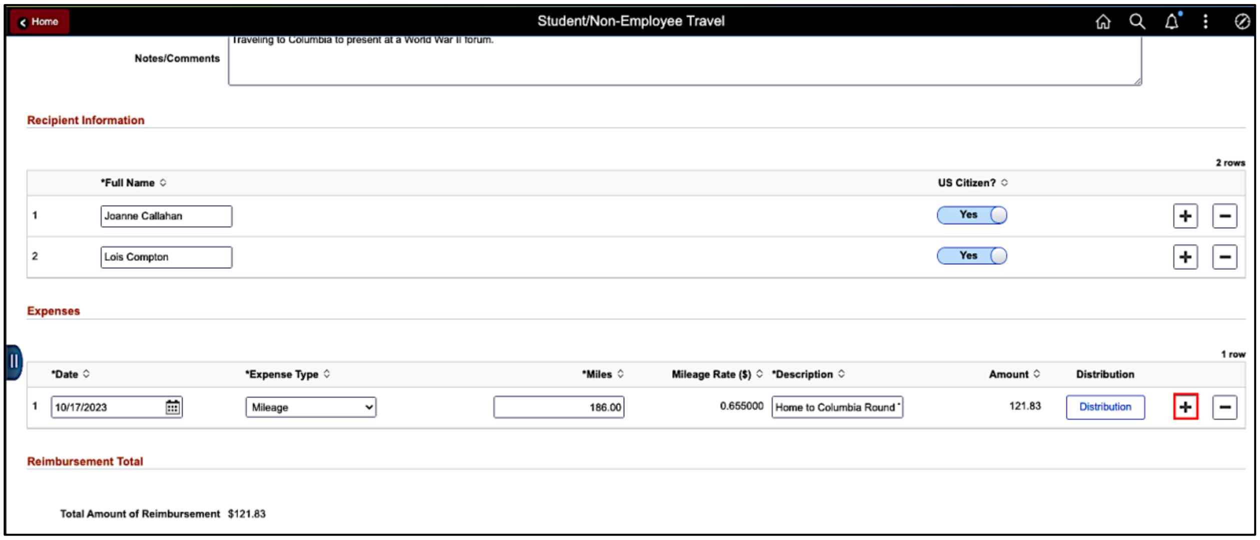
Step 18: Enter the Operating Unit, Department, Fund Code, and Class. The Account number will auto populate based on the business purpose selected in the Transactions Details section of the form.

Note: If the expenses need to be charged to a project be sure to enter the PC Business Unit, Project number, and Activity.

Step 19: Once the chartfield details are entered, click the **Save** button.

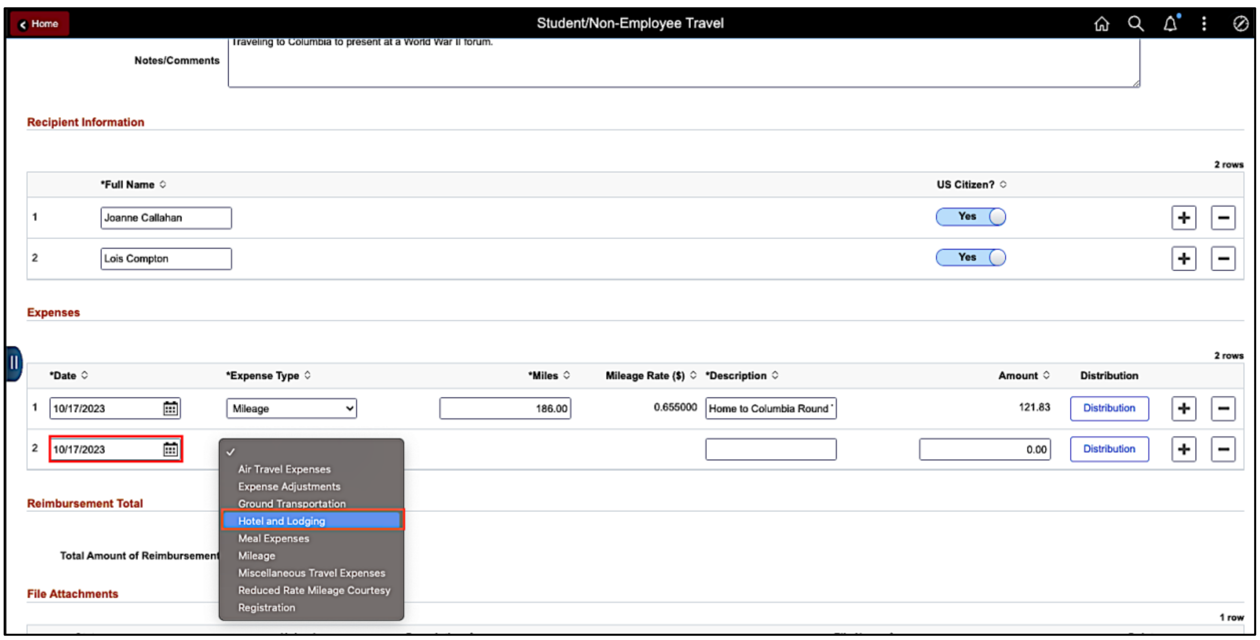


Step 20: To add an additional expense, click the **+ Plus** button to add a new line.



Step 21: Enter the date of travel in the **Date** field.

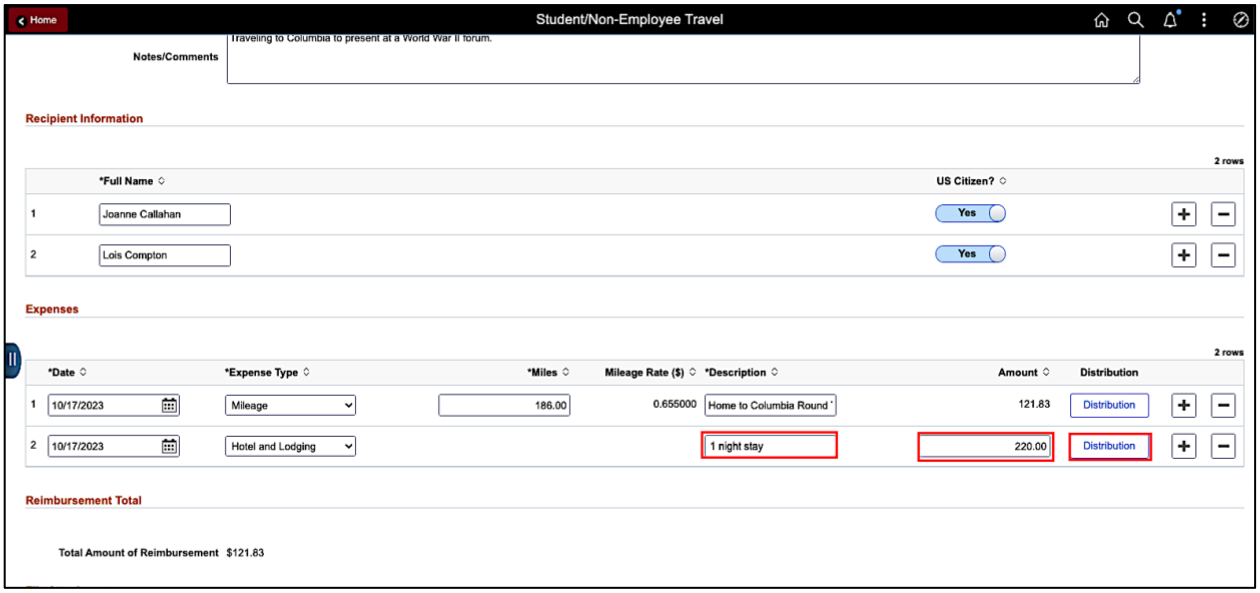
Step 22: Click the **Expense Type** drop-down arrow and select an appropriate expense type. For this example, select **Hotel and Lodging**.



Step 23: Click on the **Description** field and enter an appropriate description. For this example enter, "2 Night Stay".

Step 24: Enter the estimated hotel cost in the **Amount** field.

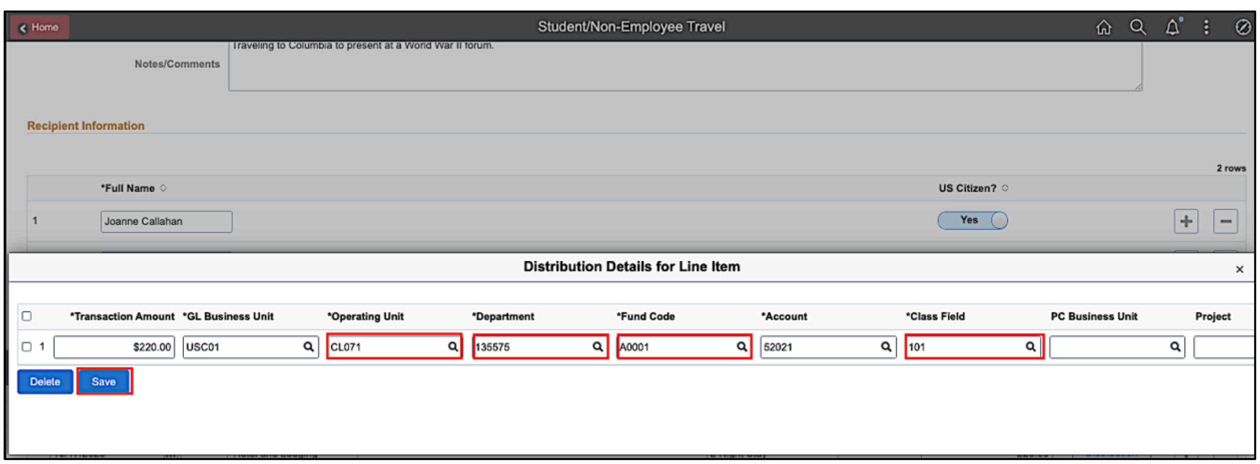
Step 25: To add the chartfield information, click the **Distribution** button.



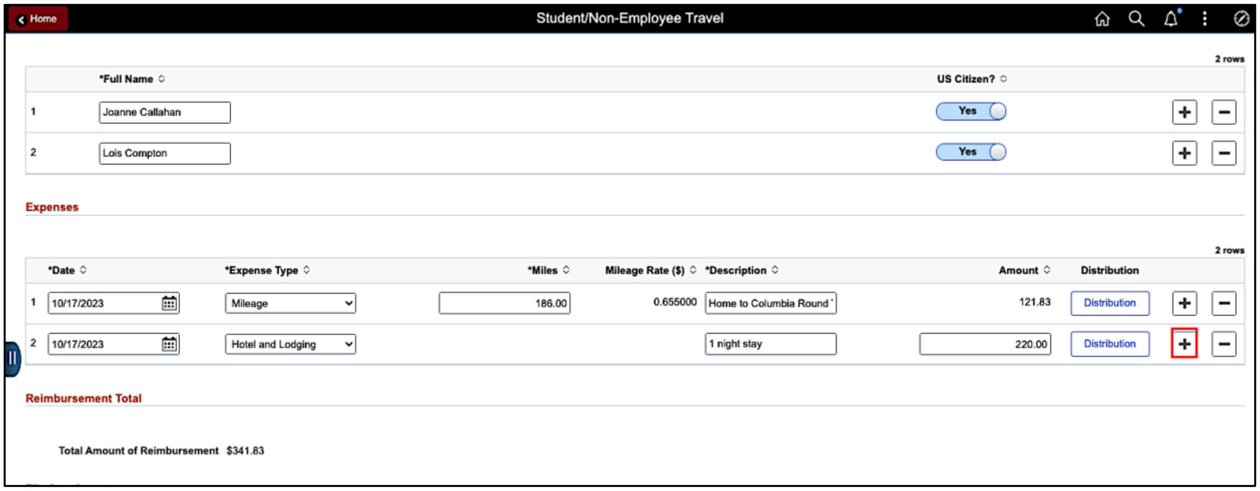
Step 26: Enter the Operating Unit, Department, Fund Code, and Class. The Account number will auto populate based on the business purpose selected in the Transactions Details section of the form.

Note: If the expenses need to be charged to a project be sure to enter the PC Business Unit, Project number, and Activity.

Step 27: Once the chartfield details are entered, click the **Save** button.

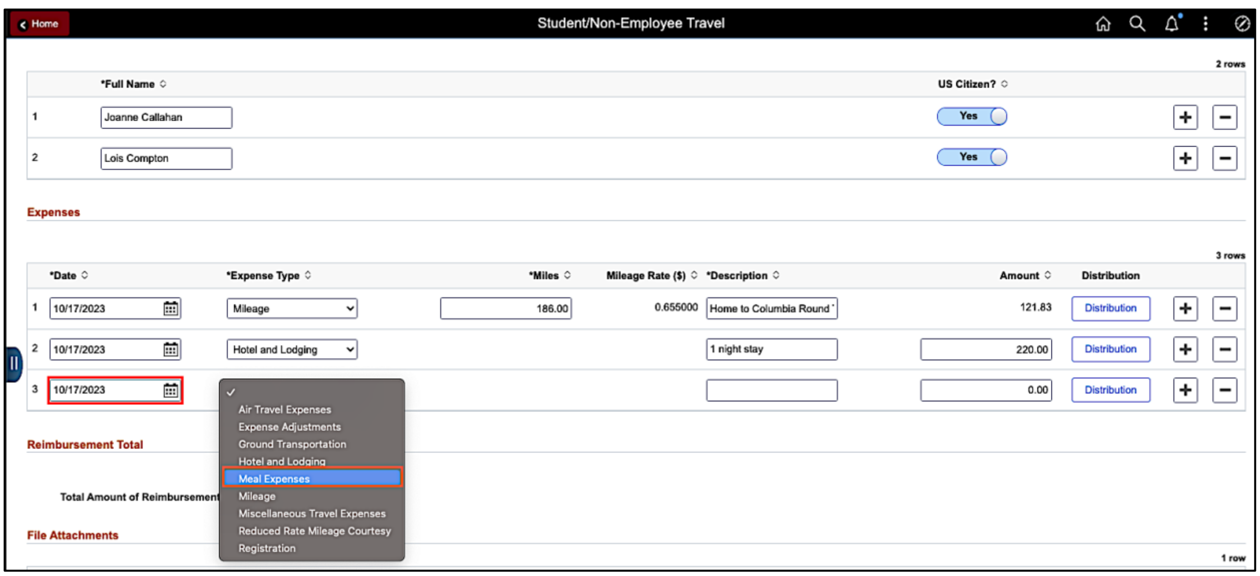


Step 28: For this example, add one more expense line. To add an additional expense line, click the **+ Plus** button.



Step 29: Enter the date of travel in the **Date** field.

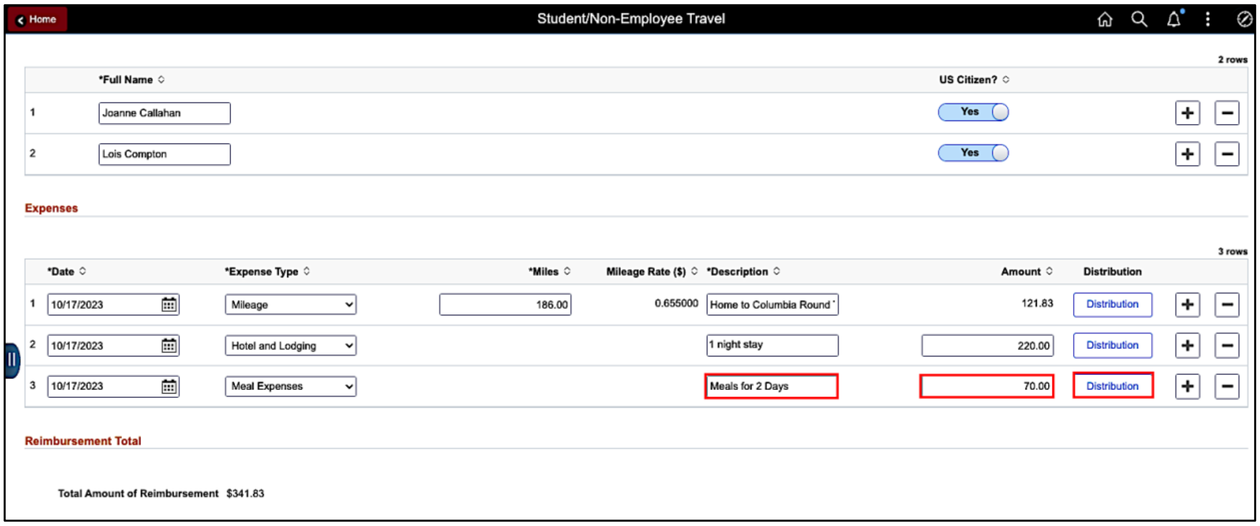
Step 30: Click the **Expense Type** drop-down arrow and select an appropriate expense type. For this example, select **Meals**.



Step 31: Click on the **Description** field and enter an appropriate description. For this example, enter "Meals for 2 days".

Step 32: Enter the estimated meal cost in the **Amount** field. This individual is traveling to Columbia for two days. The meal per diem for In State travel is $35 per day, so $70 would be a good estimate for two days of travel.

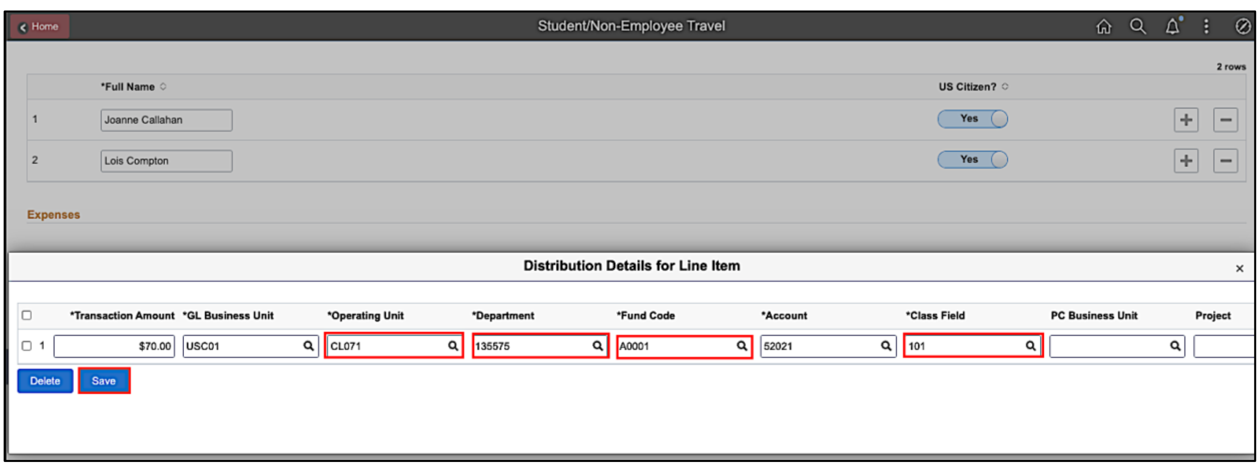
Step 33: To add the chartfield information for this expense line, click the **Distribution** button.



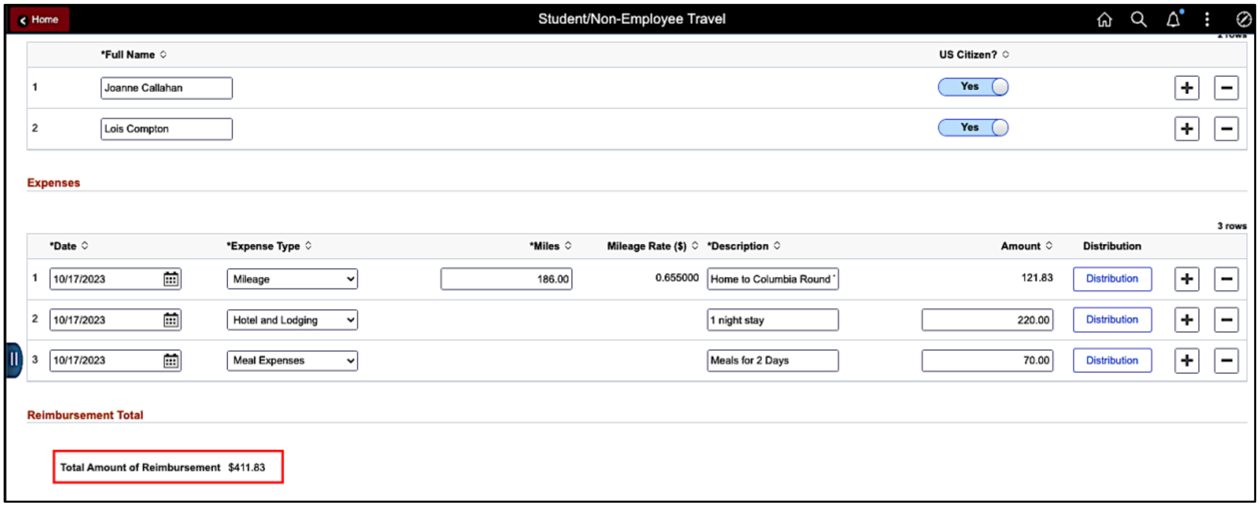
Step 34: Enter the Operating Unit, Department, Fund Code, and Class. The Account number will auto populate based on the business purpose selected in the Transactions Details section of the form.

Note: If the expenses need to be charged to a project be sure to enter the PC Business Unit, Project number, and Activity.

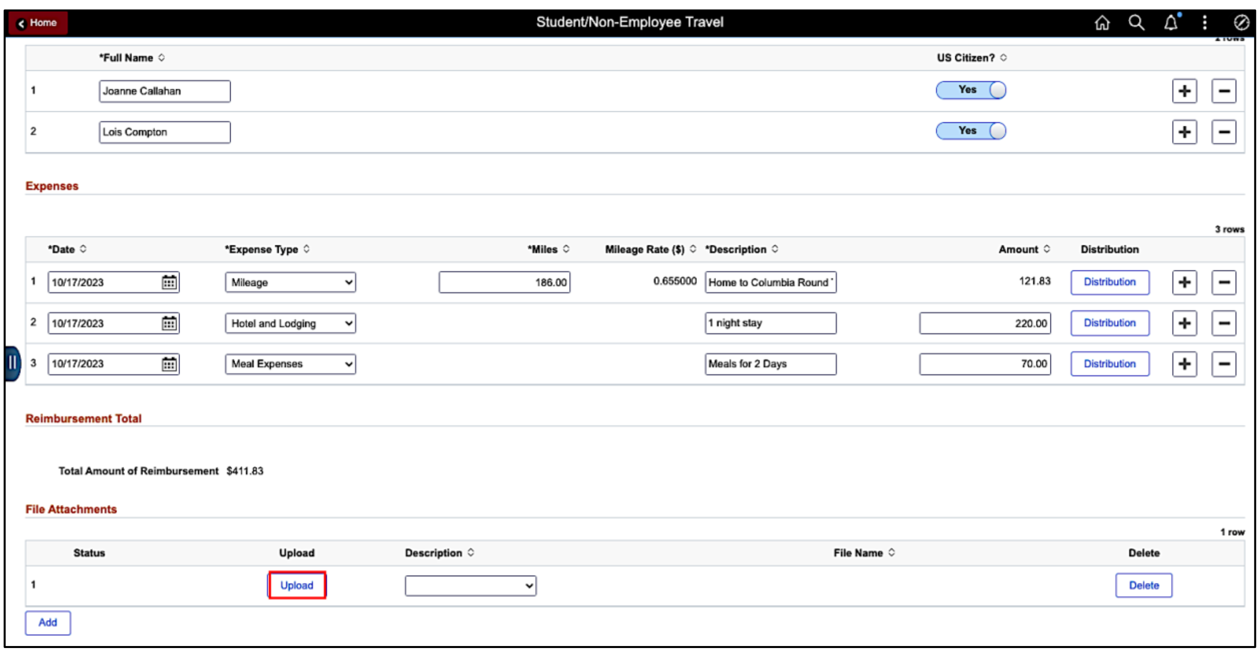
Step 35: Once the chartfield details are entered, click the **Save** button.



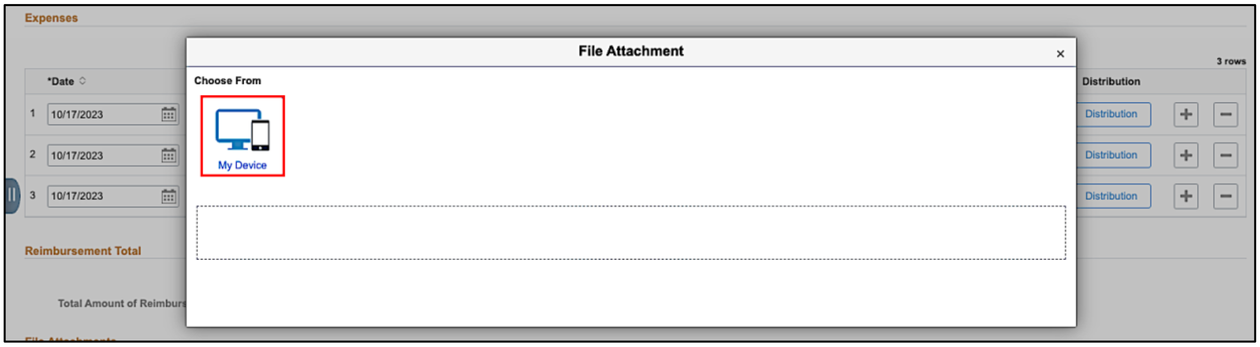
Step 36: Once all applicable expense lines are added, notice the **Total Amount of Reimbursement** is populated in the Reimbursement Total section.



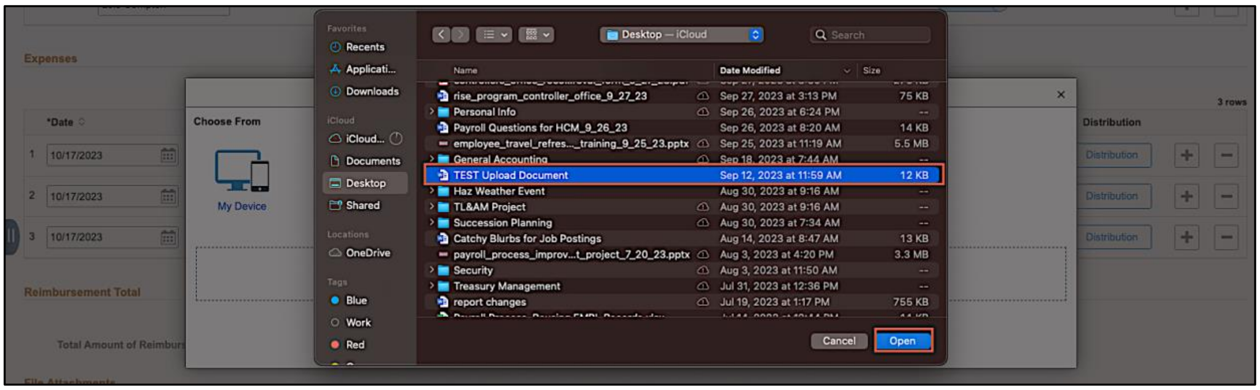
Step 37: Attachments are not required for a TA but if you do have something to attach begin by clicking the **Upload** button.



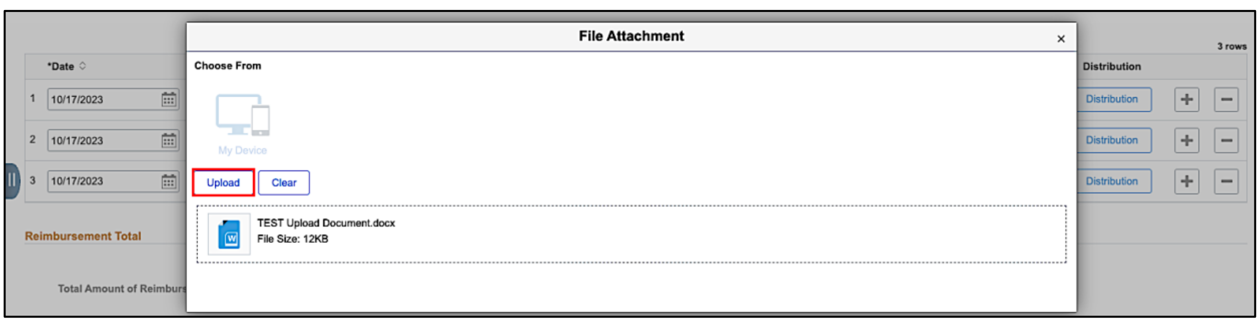
Step 38: Click the **My Device** icon.



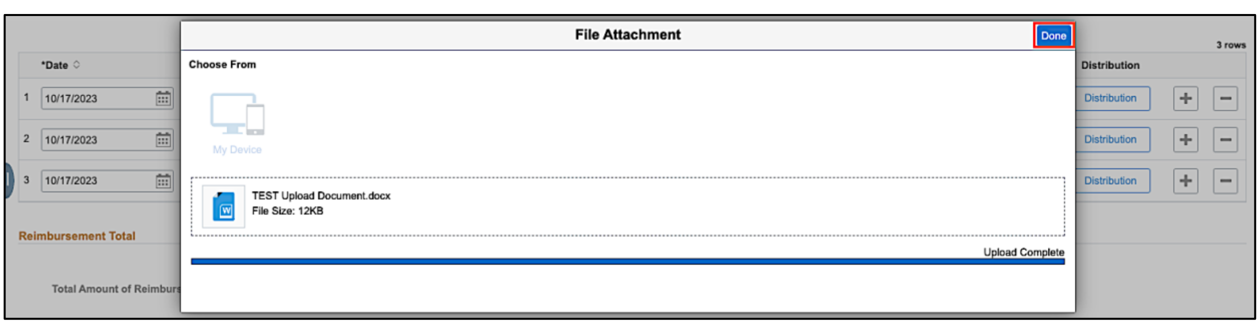
Step 39: Select the document, click the **Open** button.



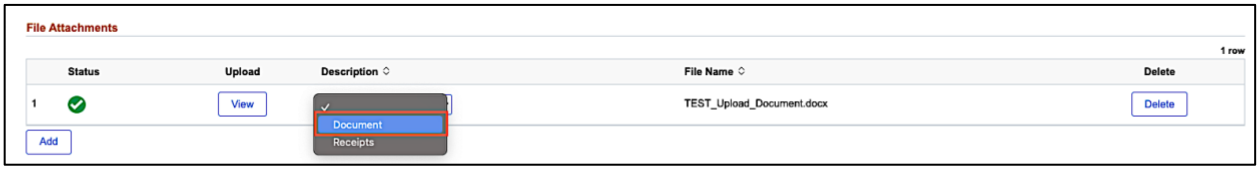
Step 40: Click the **Upload** button.



Step 41: When you see the **Upload Complete** message, click the **Done** button to return to the form page.



Step 42: Click the **Description** drop-down arrow and select an appropriate description for the attachment. Selecting a Description is required before the eForm is submitted.



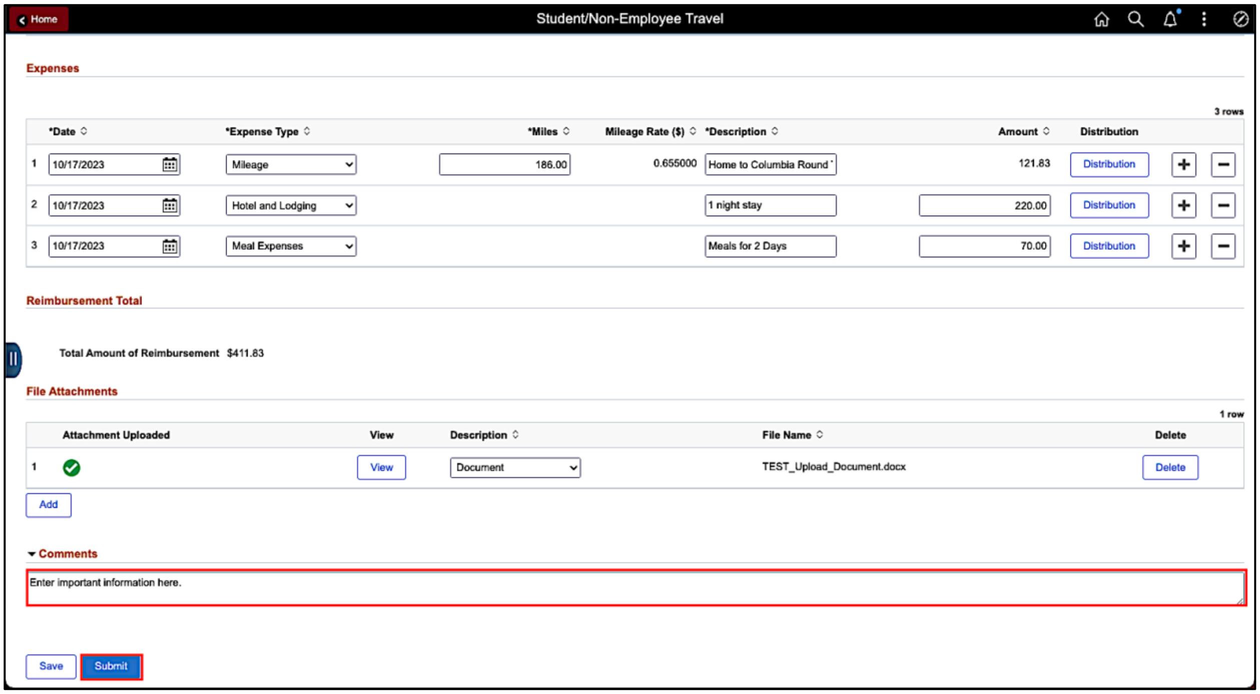
Step 43: To add additional attachments, click the **Add** button and repeat steps 38 through 42.

Step 44: To see the Comments section, click the **Expand** arrow.

Step 45: Click in the **Comments** fields to provide important information.

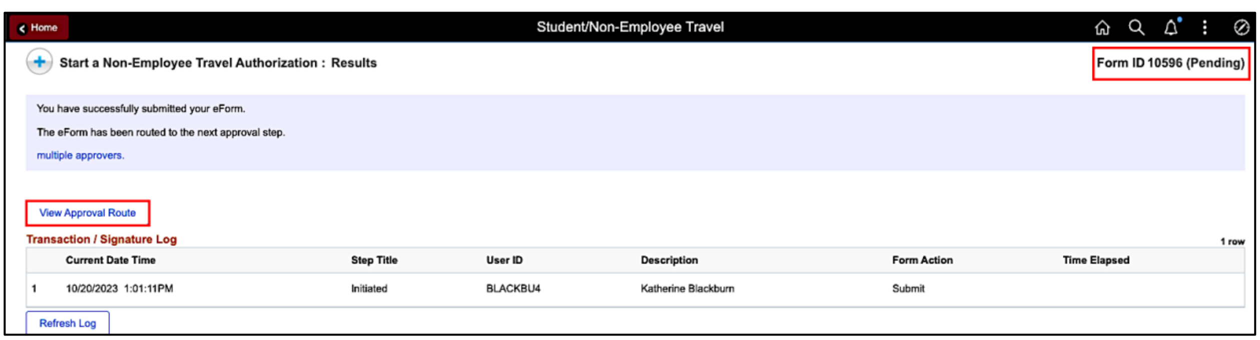
Step 46: To submit the TA eForm for approval, click the **Submit** button.

Note: If a form is not ready to submit, save the form and return to it from the Update TA/TRV search page. From there you can make changes, Save, Submit, or Withdraw.



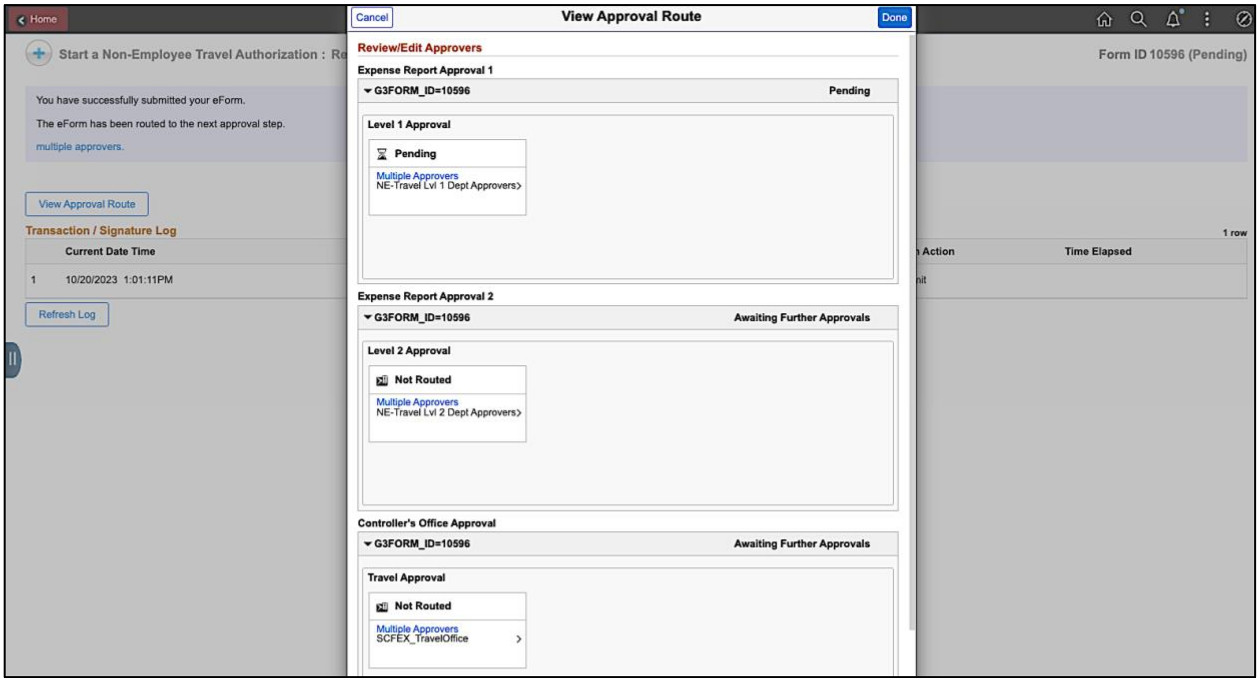
Step 47: On the Approval Submission page, notice the eForm ID number or Travel Authorization number at the top of the page. It is important to make note of this number, so you know what TA to look for when you are ready to reimburse the individual.

Step 48: Click the **View Approval Route** button to see where the TA eForm is in the approval process.



Step 49: On the View Approval Route page, you can follow the form through the approval process. It is currently waiting for Level 1 Departmental approval. Once approved at Level 1 the eForm then routes to Level 2 Departmental approval and finally to the Travel team in the Controller's Office for final approval.

Note: When the Travel Authorization is fully approved it is then available within the Add a Travel Voucher tab to select when ready to reimburse the individual(s).



VI. Creating a TRV eForm

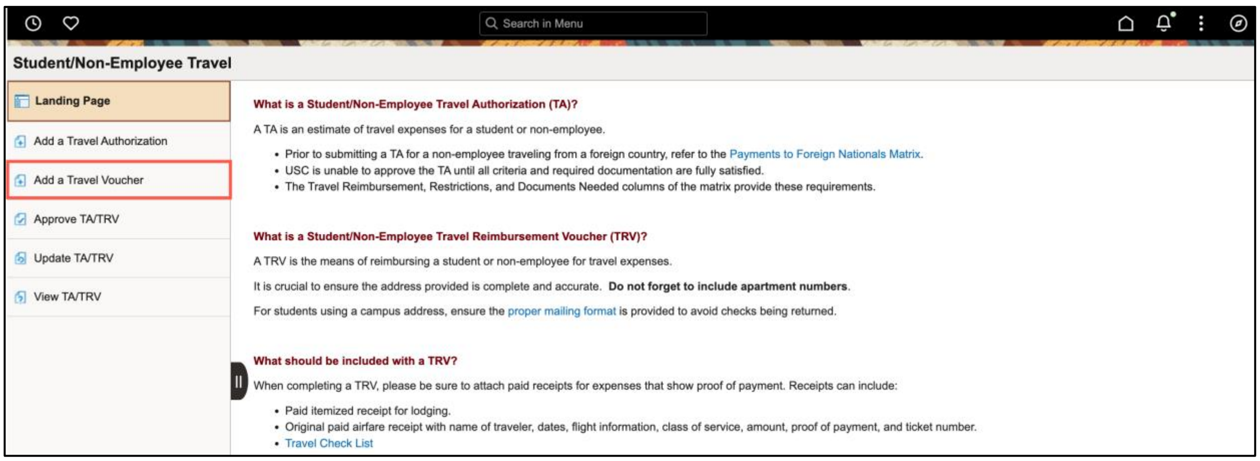
A TRV (Travel Reimbursement Voucher) eForm is the means of reimbursing a student or non-employee for travel expenses.

To navigate to the Student/Non-Employee Travel eForms Landing page use the following menu path:

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

In this example, the individual has returned from their trip and is waiting for reimbursement.

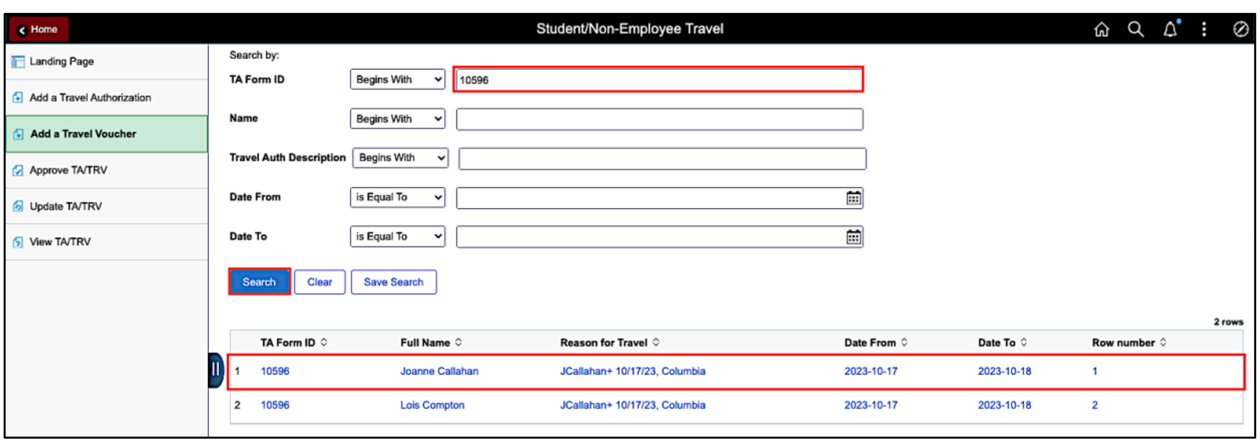
Step 1: Click the **Add a Travel Voucher** tab.



Step 2: On the search page, you can search for the approved Travel Authorization multiple ways. For this example, enter the TA number in the **TA Form ID** field. This will provide a list of the TA form ID(s) that can be used to begin creating the Travel Voucher. This connects the TA to the TRV and pre-populates information within the TRV eForm.

Note: Notice for this example, two options returned. This indicates that two individuals were listed on the TA eForm. **The system requires a Travel Voucher to be created for each individual traveler.**

Step 3: Let's begin by creating a Travel Voucher for the first individual. Click the row for **Joanne Callahan/Row Number 1.**

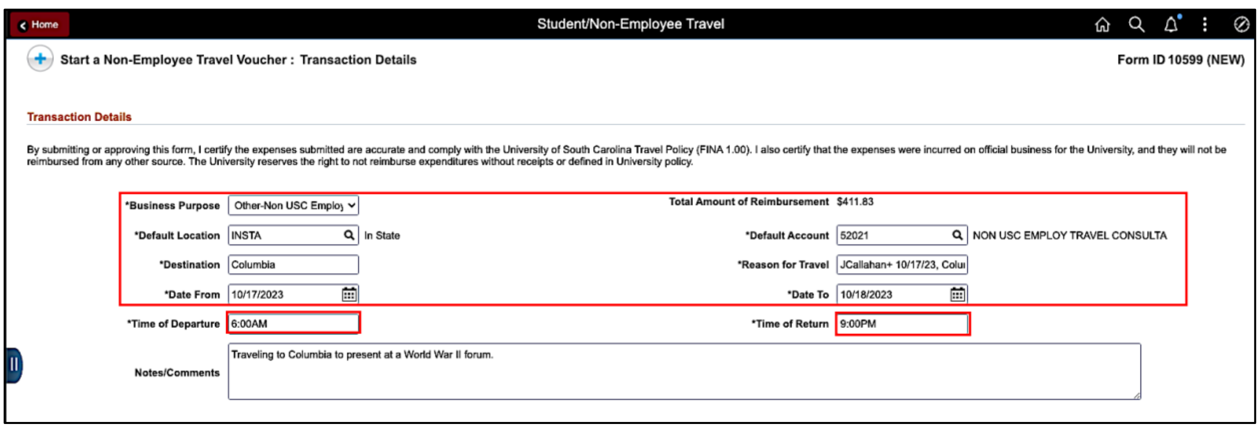


Step 4: On the first page of the eForm, enter the individuals address in the **Recipient Information** section. Be sure the address entered is a valid address for that individual.

Step 5: Click the **Next** button to continue completing the form.

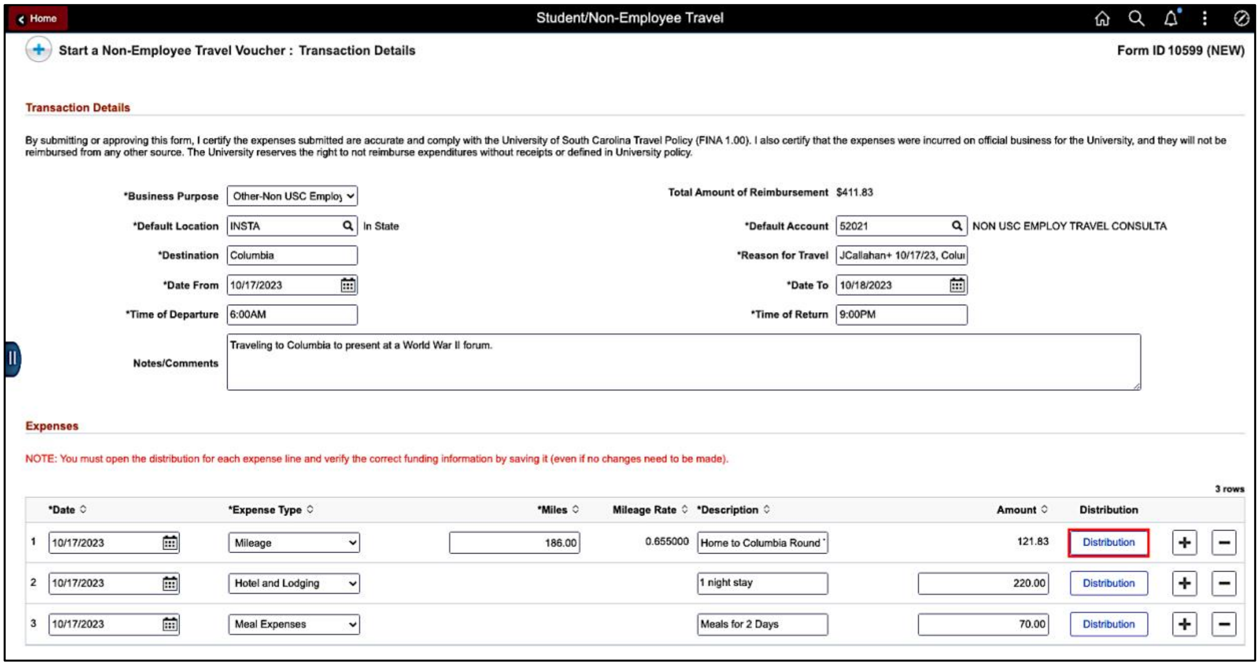
Step 6: Notice the information entered on the TA is populated into the TRV eForm.

Step 7: Click in the **Time of Departure** and **Time of Return** fields and enter the applicable times.

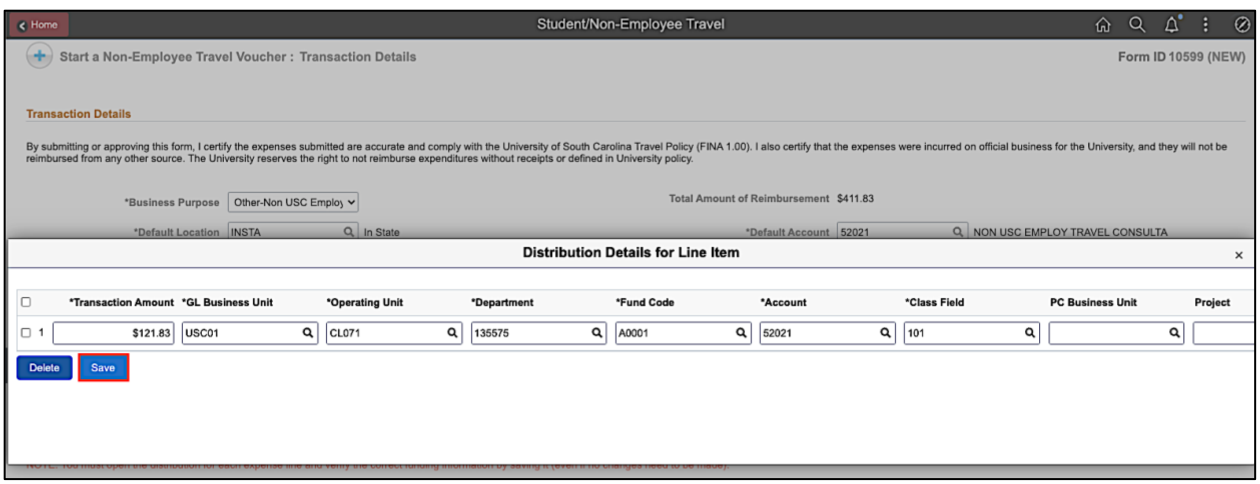


Step 8: In the Expenses section, review and update each Expense Line. For this example, the miles are the same for Expense Line 1/Mileage. Click the **Distribution** button to review/update the chartfield information.

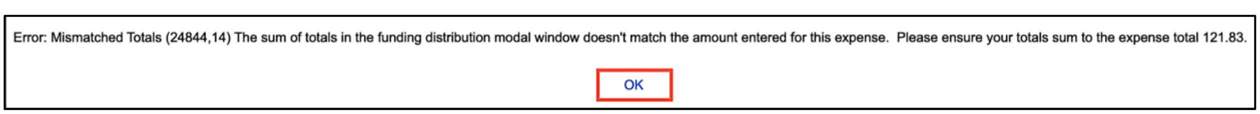
Note: You are required to open the distribution for each expense line and verify the correct funding information by saving it even if no changes need to be made.



Step 9: For this example, the chartfield information is the same. Click the **Save** button.

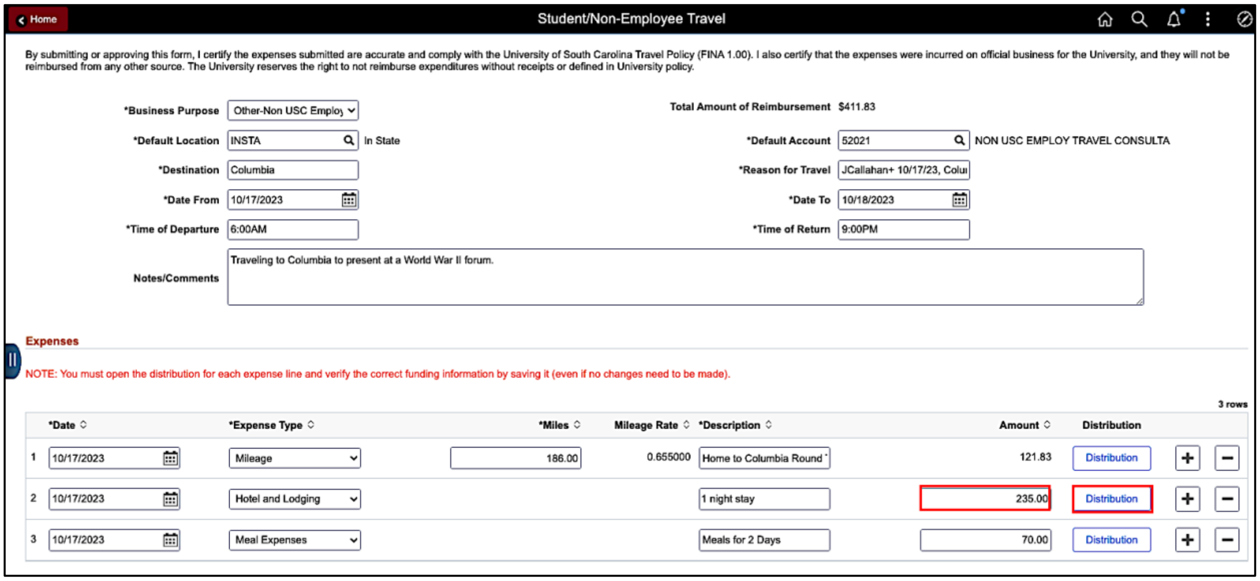


Note: If the amounts on the Expense Line and Distribution line do not match, a warning message will appear. Click the **OK** button and fix the amounts to ensure they match.



Step 10: For this example, the amount for Expense Line 2/ **Hotel and Lodging** needs to be updated. Click in the Amount field and enter $235.00.

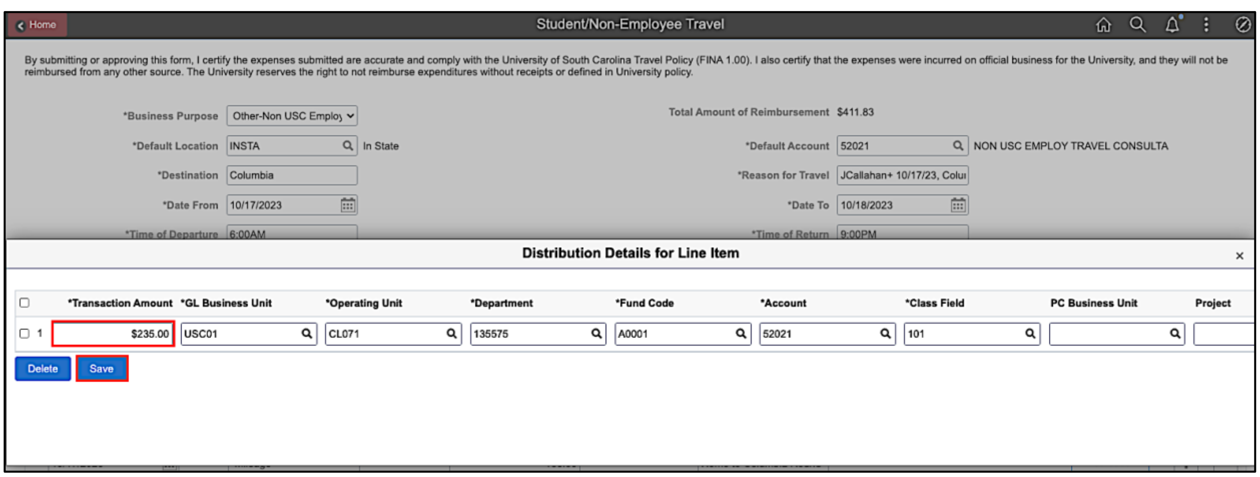
Step 11: Click the **Distribution** button to review/update the chartfield information and edit the Amount field if applicable.



Step 12: If applicable, click in the **Amount** field and enter the new amount entered on the expense line.

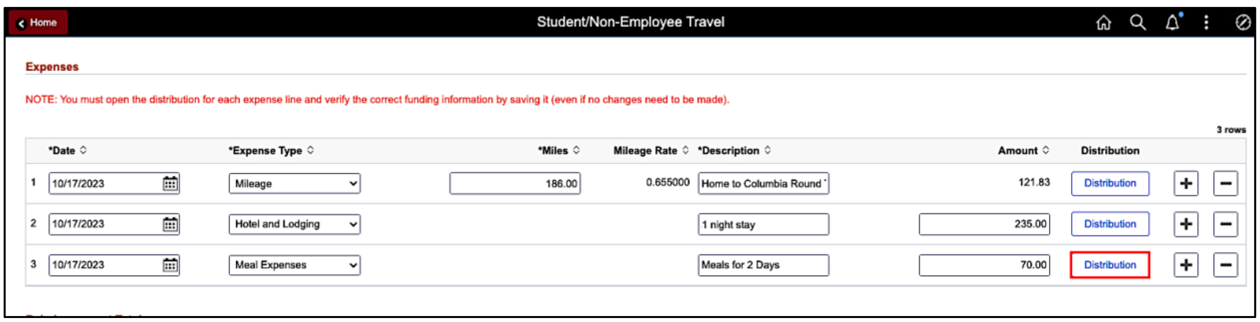
Step 13: Review/update the chartfield information.

Step 14: Click the **Save** button.



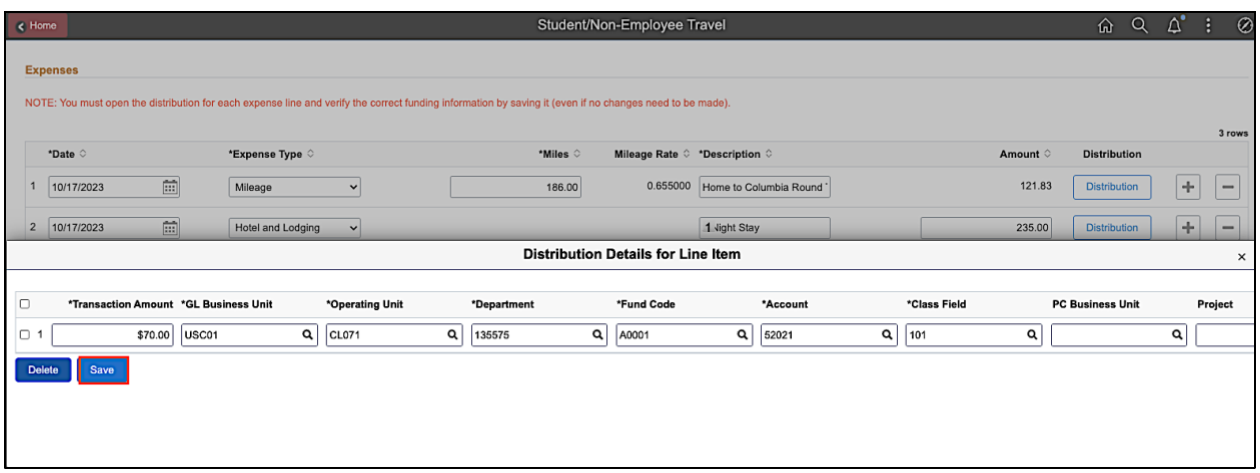
Step 15: For this example, the amount for Expense Line 3/Meal Expenses is the same. Since the individual departed before 6:30AM and returned after 8:30PM they can receive reimbursement for a max amount of $35 for both days of travel. Click the **Distribution** button to review/update the chartfield information.

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

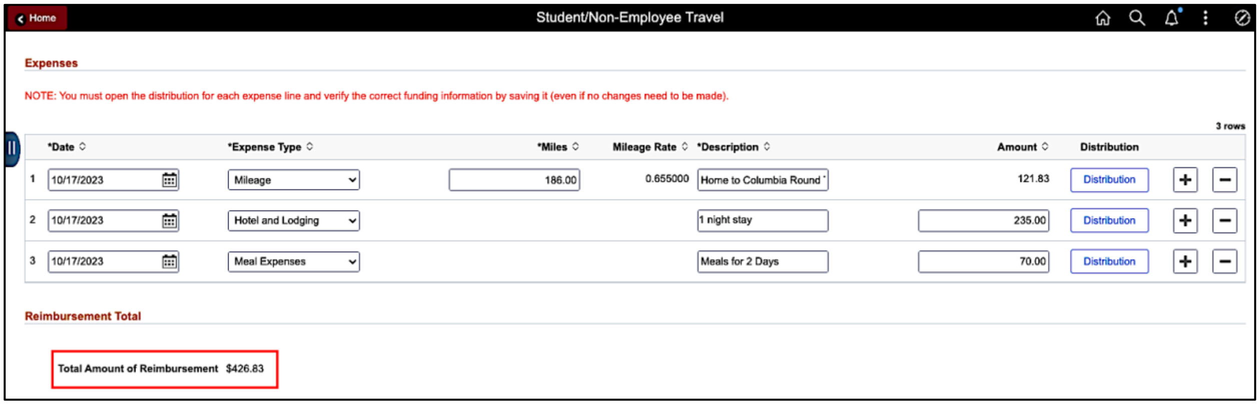


Step 16: Review/update the chartfield information.

Step 17: Click the **Save** button.



Step 18: Notice the **Total Amount of Reimbursement** is updated to reflect the changes made on the expense lines.



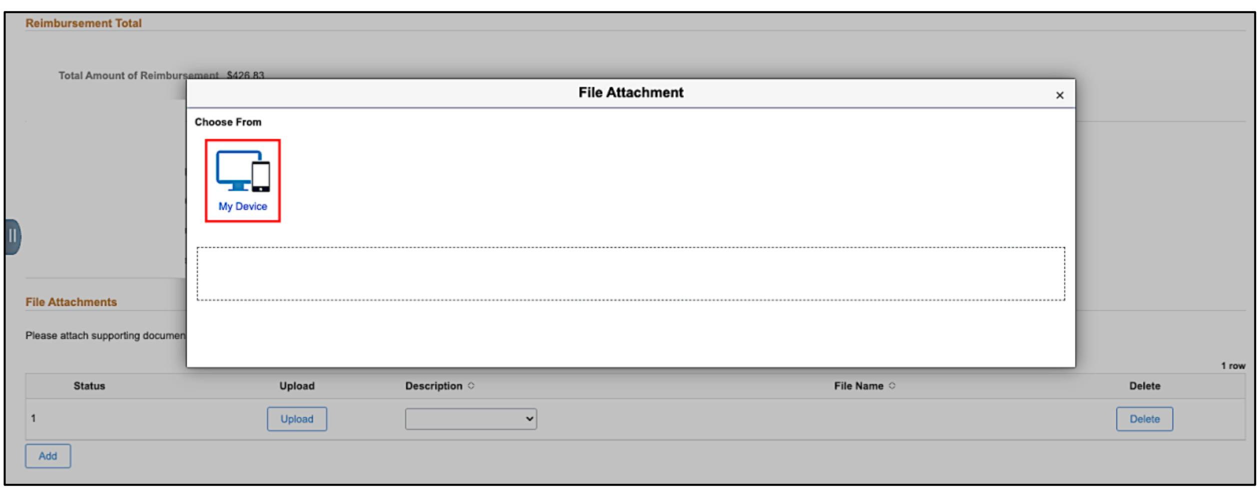
Step 19: Attachments are required for a TRV. To attach begin by clicking the **Upload** button.

When completing a TRV, please be sure to attach paid receipts for expenses that show proof of payment. Receipts can include:

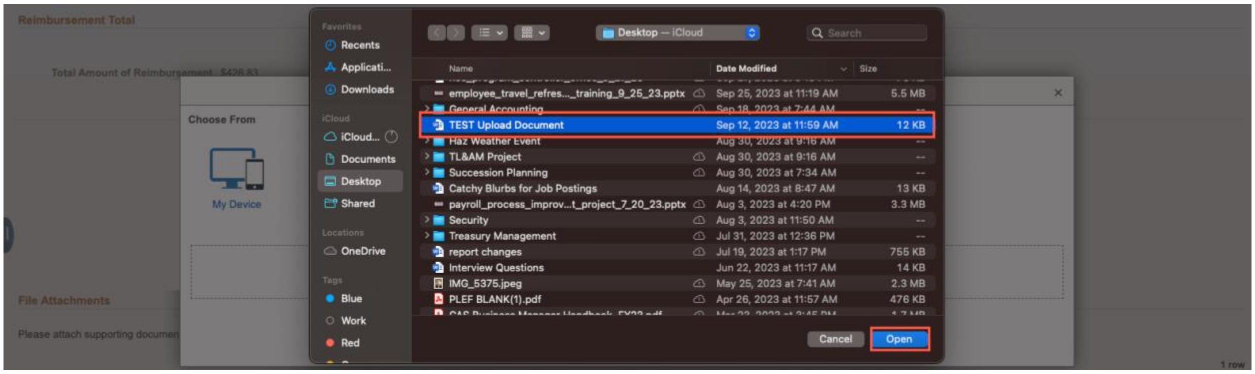
- Paid itemized receipt for lodging.
- Original paid airfare receipt with name of traveler, dates, flight information, class of service, proof of payment, and ticket number.

Note: All receipts can be uploaded as one pdf document.

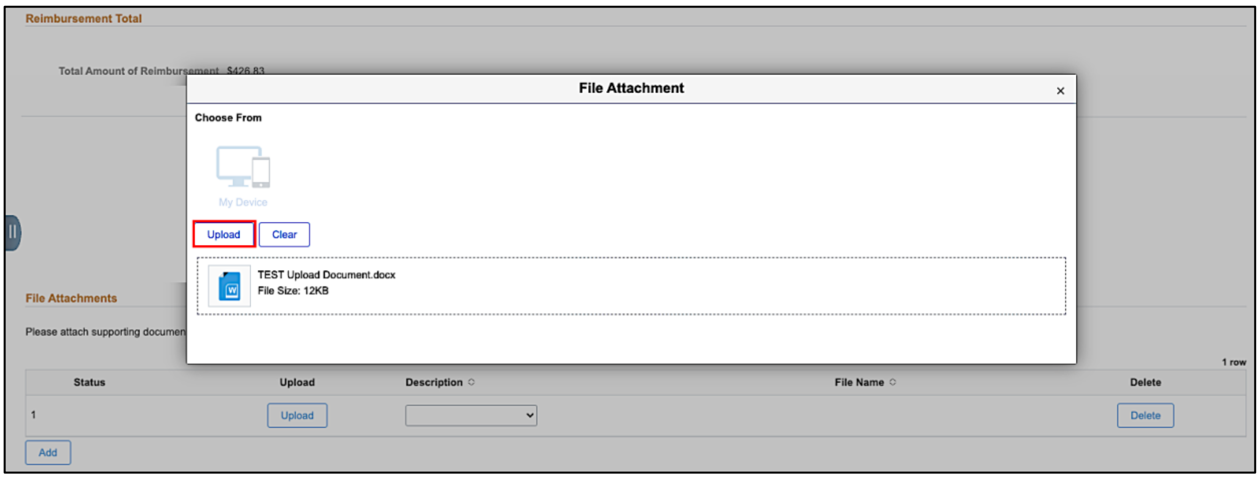
Step 20: Click the **My Device** icon.



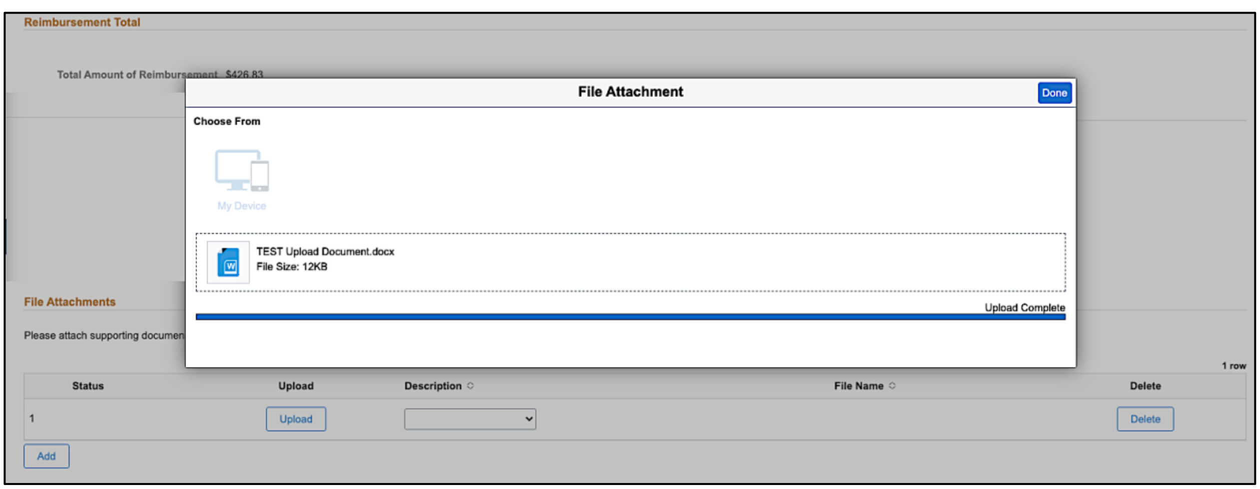
Step 21: Select the document, click the **Open** button.



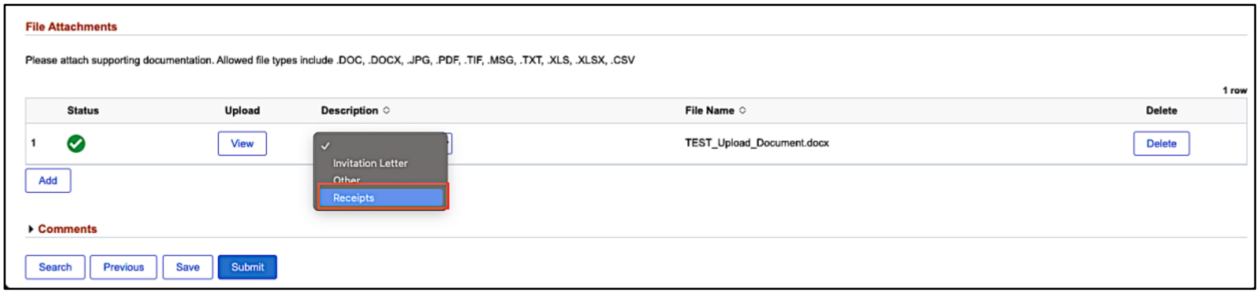
Step 22: Click the **Upload** button.



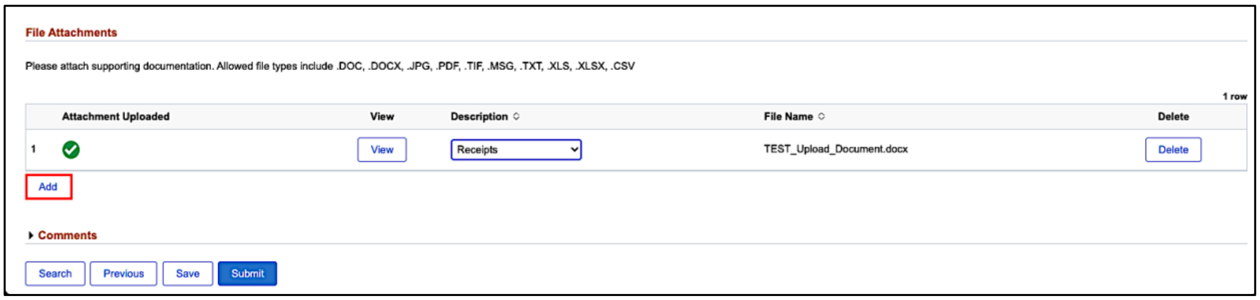
Step 23: When you see the **Upload Complete** message, click the **Done** button to return to the form page.



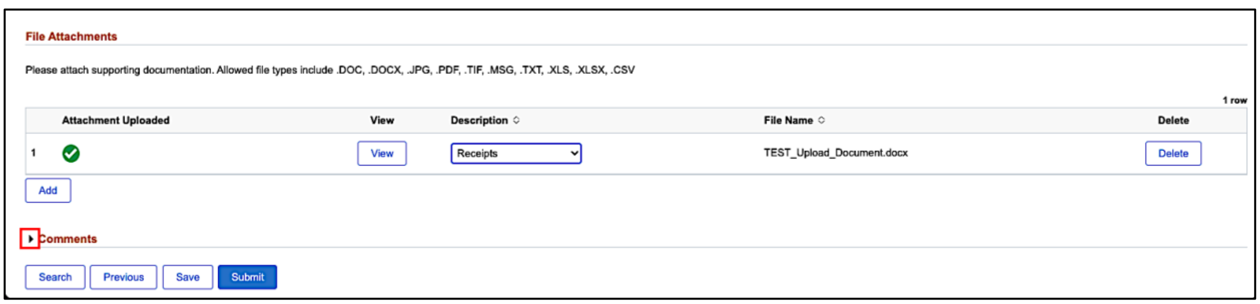
Step 24: Click the **Description** drop-down arrow and select an appropriate description for the attachment. Selecting a Description is required before the eForm can be submitted.



Step 25: To add additional attachments, click the **Add** button and repeat steps 19 through 24.



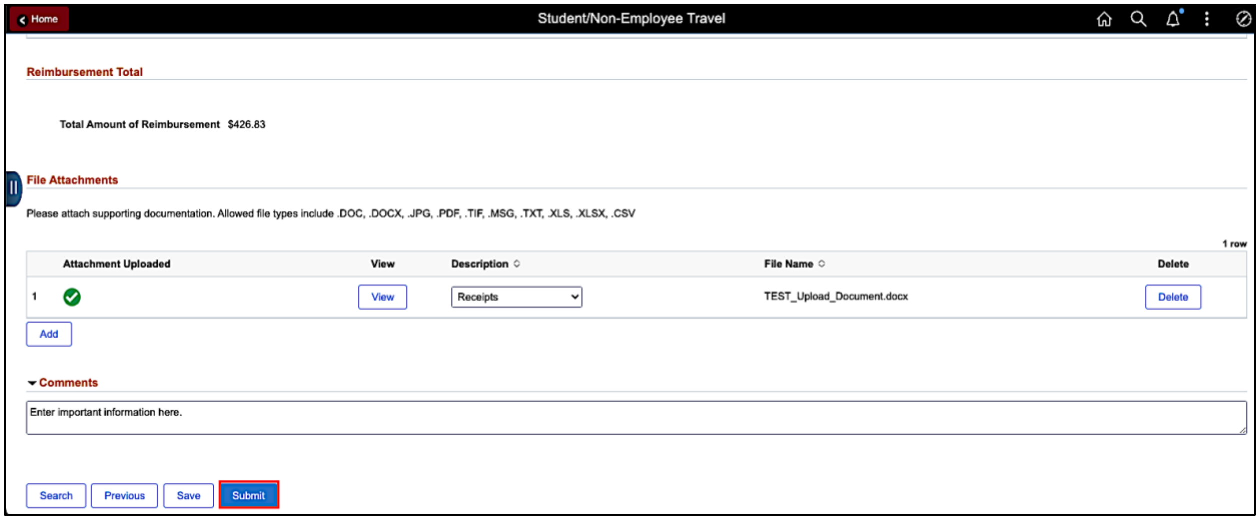
Step 26: To see the Comments section, click the **Expand** arrow.



Step 27: Click in the **Comments** fields to provide important information.

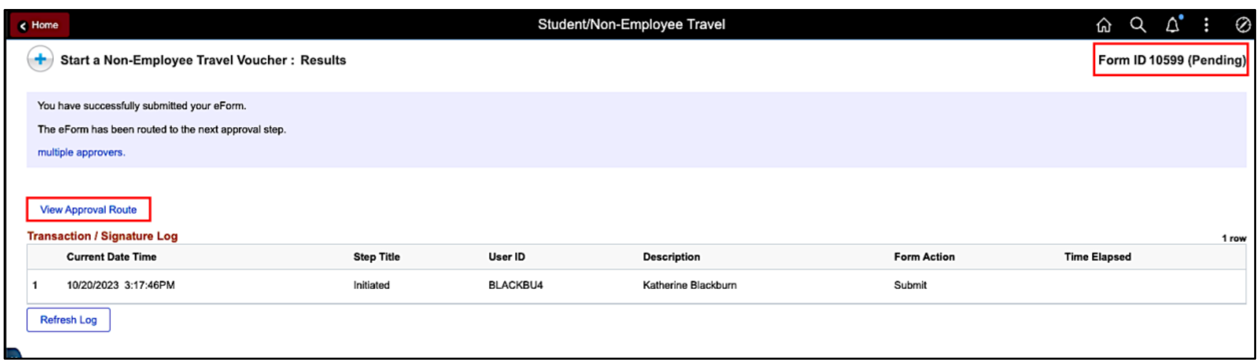
Step 28: To submit the TRV eForm for approval, click the **Submit** button.

Note: If a form is not ready to submit, save the form and return to it from the Update TA/TRV search page. From there you can make changes, Save, Submit, or Withdraw.

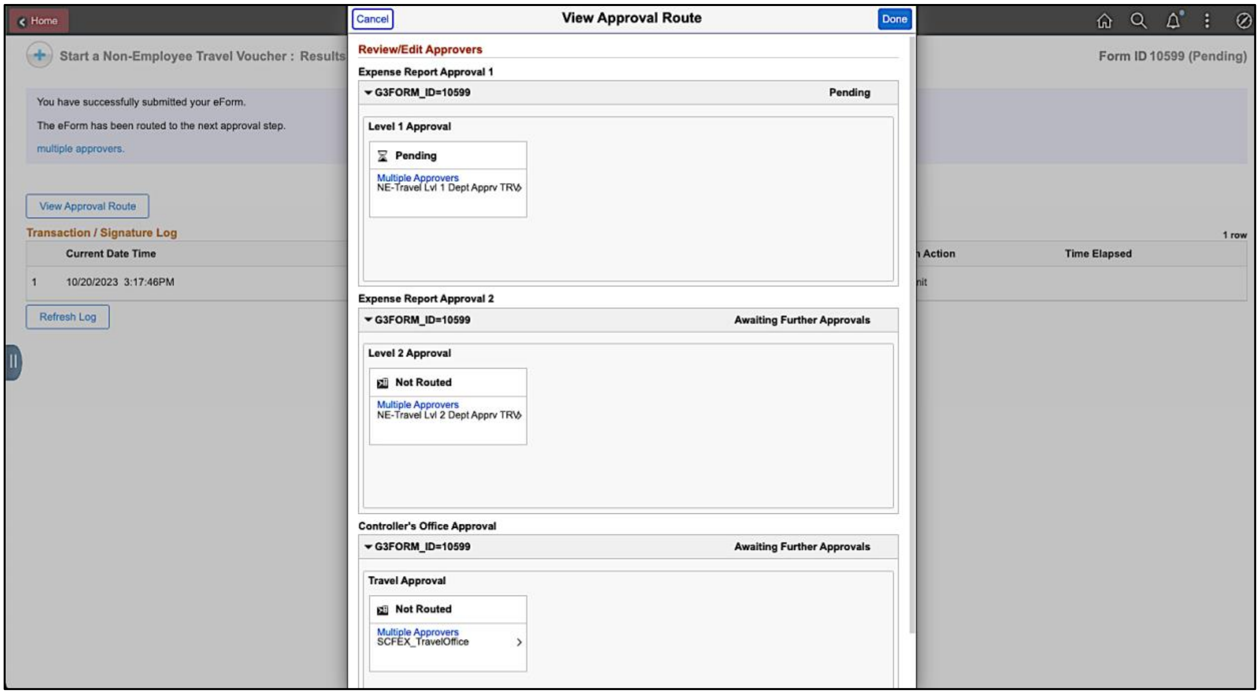


Step 29: On the Approval Submission page, notice the Travel Voucher eForm ID number at the top of the page.

Step 30: Click the **View Approval Route** button to see where the TRV eForm is in the approval process.



Step 31: On the View Approval Route page, you can follow the form through the approval process. It is currently waiting for Level 1 Departmental approval. Once approved at Level 1 the eForm then routes to Level 2 Departmental approval, and finally to the Travel team in the Controller's Office for final approval.



****Note:** There is a second individual that was included on TA eForm ID 10596. To complete a TRV for this individual for reimbursement, follow steps 1 through 31.

VII. Updating a TA/TRV eForm

If a form is not ready to submit, save the form and return to it from the **Update TA/TRV** search page. From here you can make changes, Save, Submit, or Withdraw.

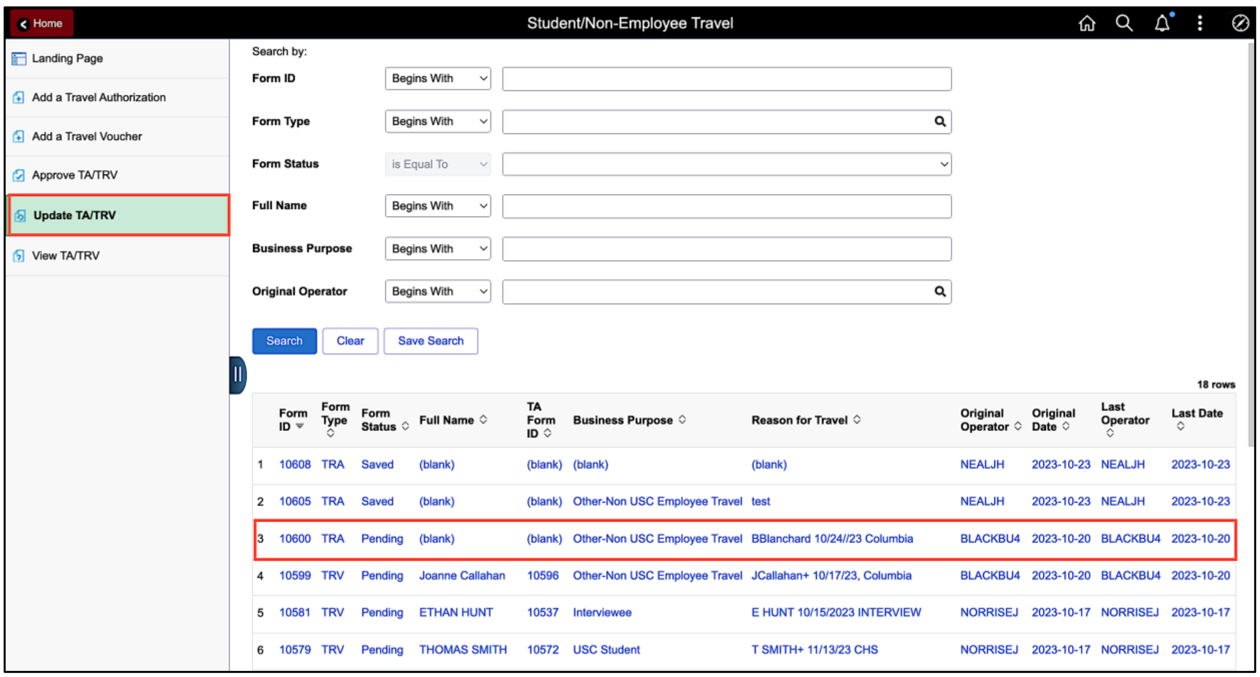
Main Menu > USC Finance eForms > Student/Non-Employee Travel

Step 1: Click the **Update TA/TRV** tab.

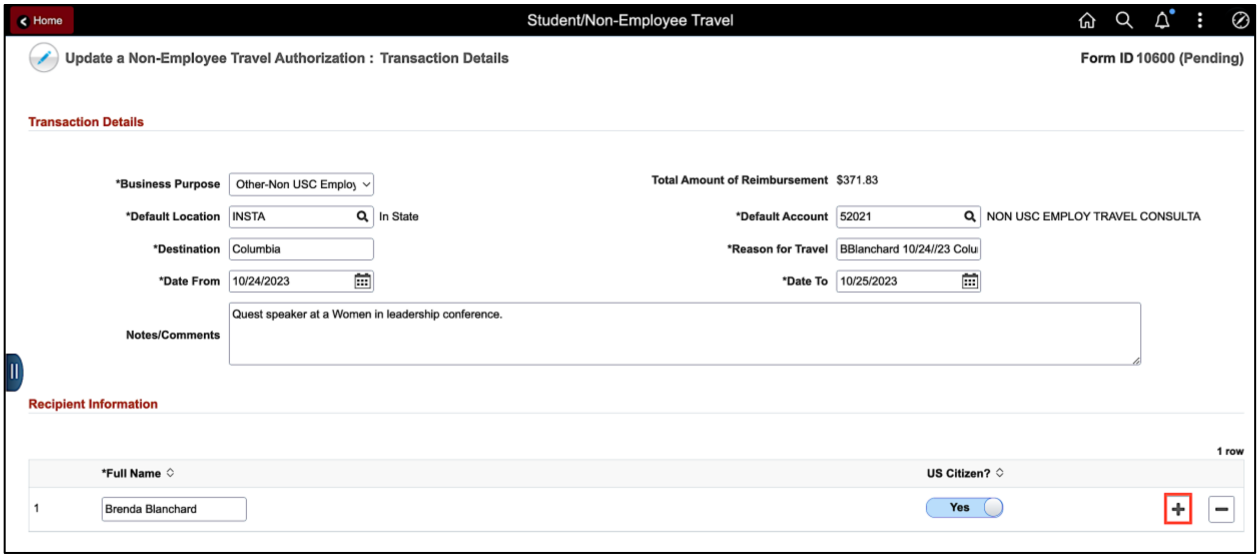
Step 2: You can find a TA/TRV eForm that requires updating by using any of the available search fields or just click the **Search** button. This will return all the TA/TRV forms that have been saved and not submitted.

Step 3: Click on the **TA** or **TRV eForm** you would like to update.

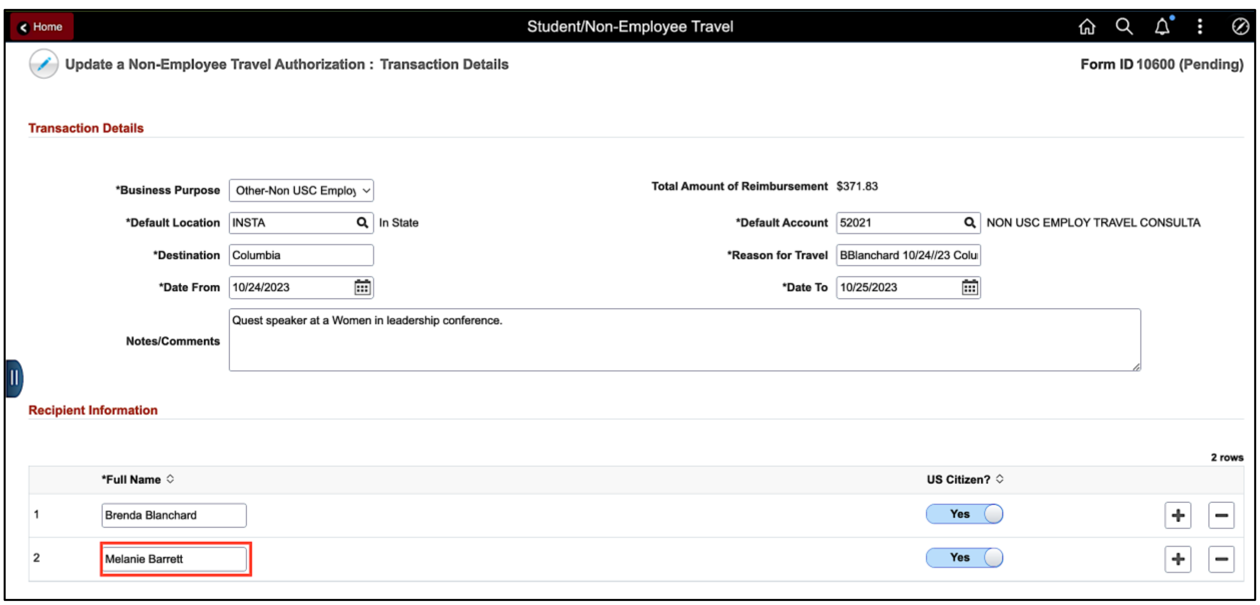
- TA/TRV eForms with a status of **Pending** have been submitted but not approved. This eForm can be updated. You also have the option to Withdraw or Resubmit.
- TA/TRV eForms with a status of **Saved** have been saved but not submitted. This eForm can be updated. You also have the option to Save, Withdraw or Resubmit.



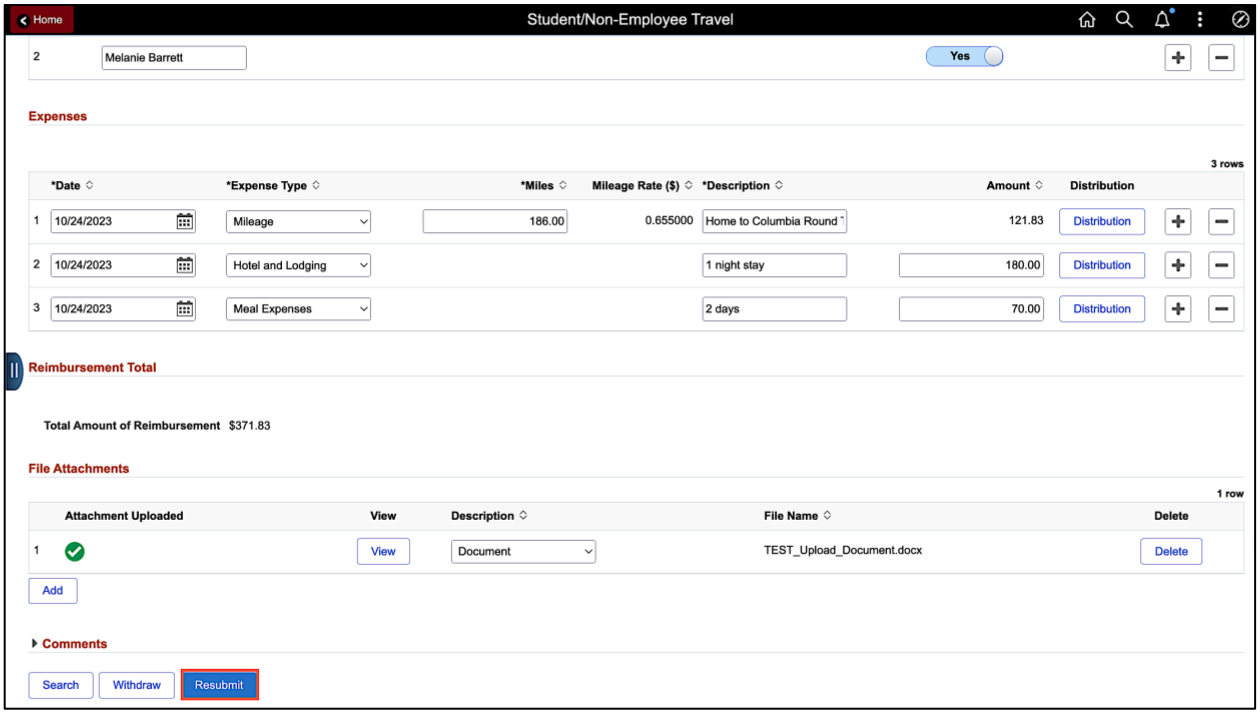
Step 4: You can add any additional information that is needed. For this example, the TA was saved, not submitted, to determine if additional travelers need to be included. It was determined an additional traveler with the same purpose/location need to be added, click the **Plus +** button to add an additional traveler.



Step 5: Enter the name of the individual in the **Full Name** field.



Step 6: To submit the TA eForm for approval, click the **Resubmit** button.



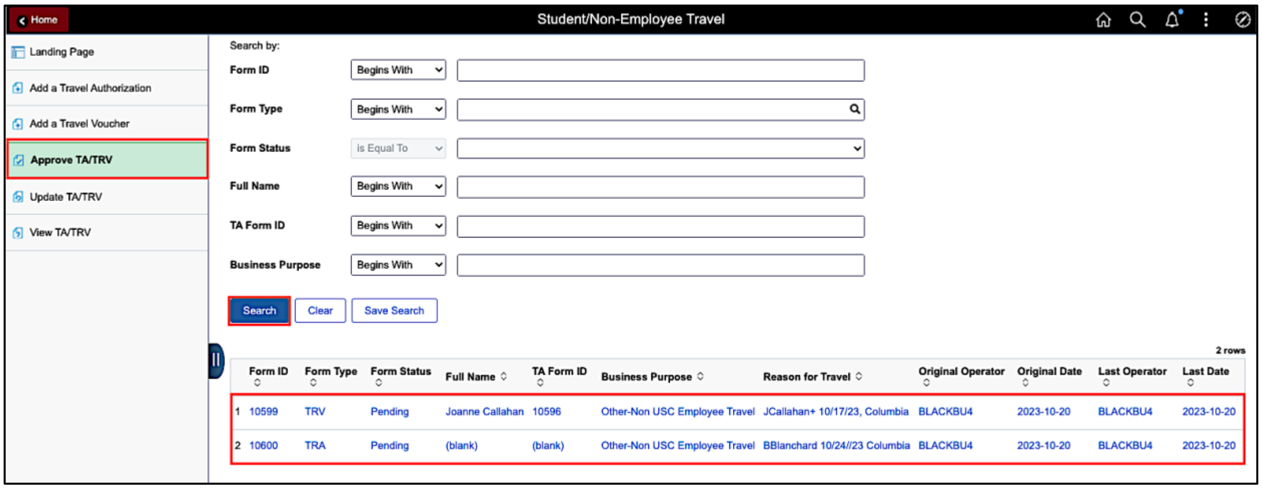
VIII. Approving a TA/TRV eForm

Use the Approve TA/TRV tab to search for a TA/TRV eForm that is ready for approval. You will only see TA/TRV eForms you have access to approve.

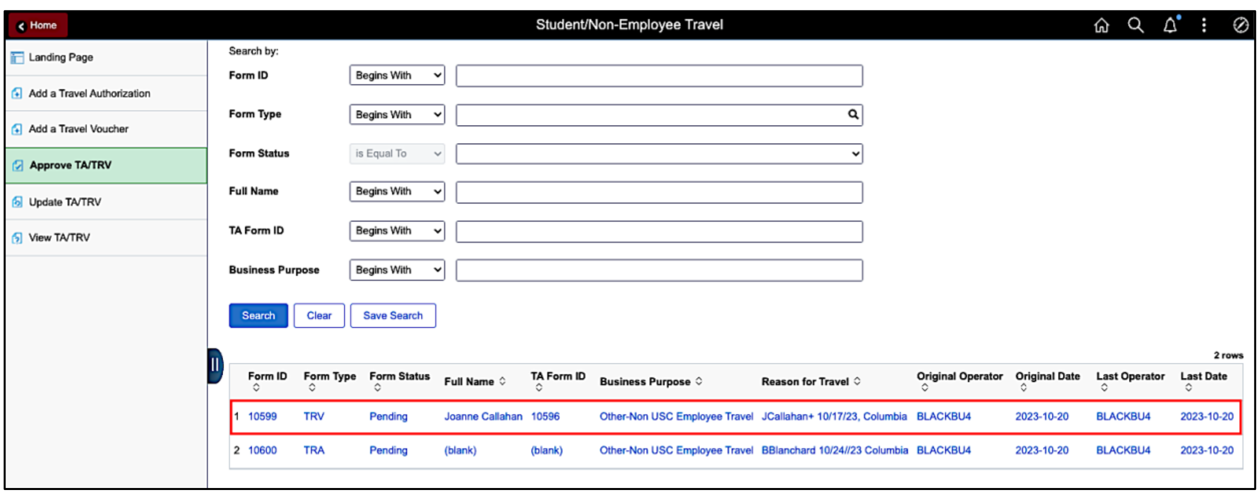
Main Menu > USC Finance eForms > Student/Non-Employee Travel

Step 1: Click the **Approve TA/TRV** tab.

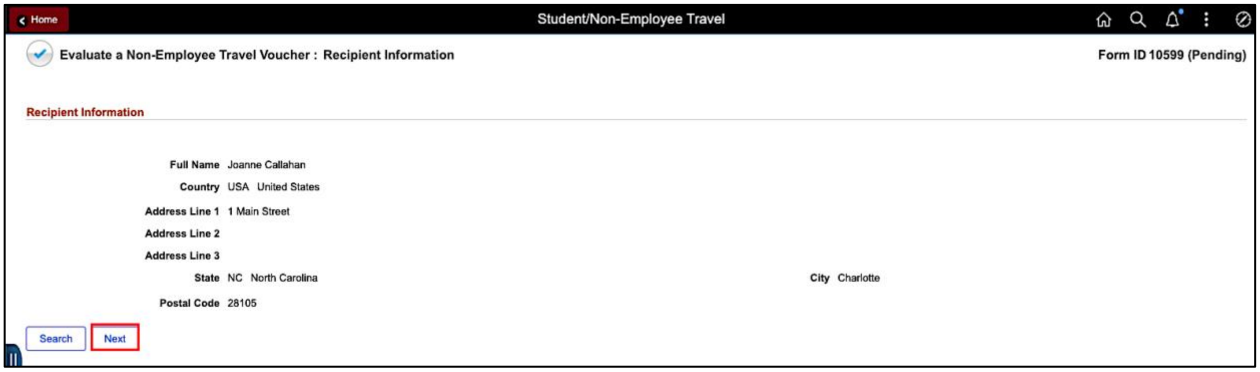
Step 2: You can find a TA/TRV eForm ready for approval by using any of the available search fields or just click the **Search** button.



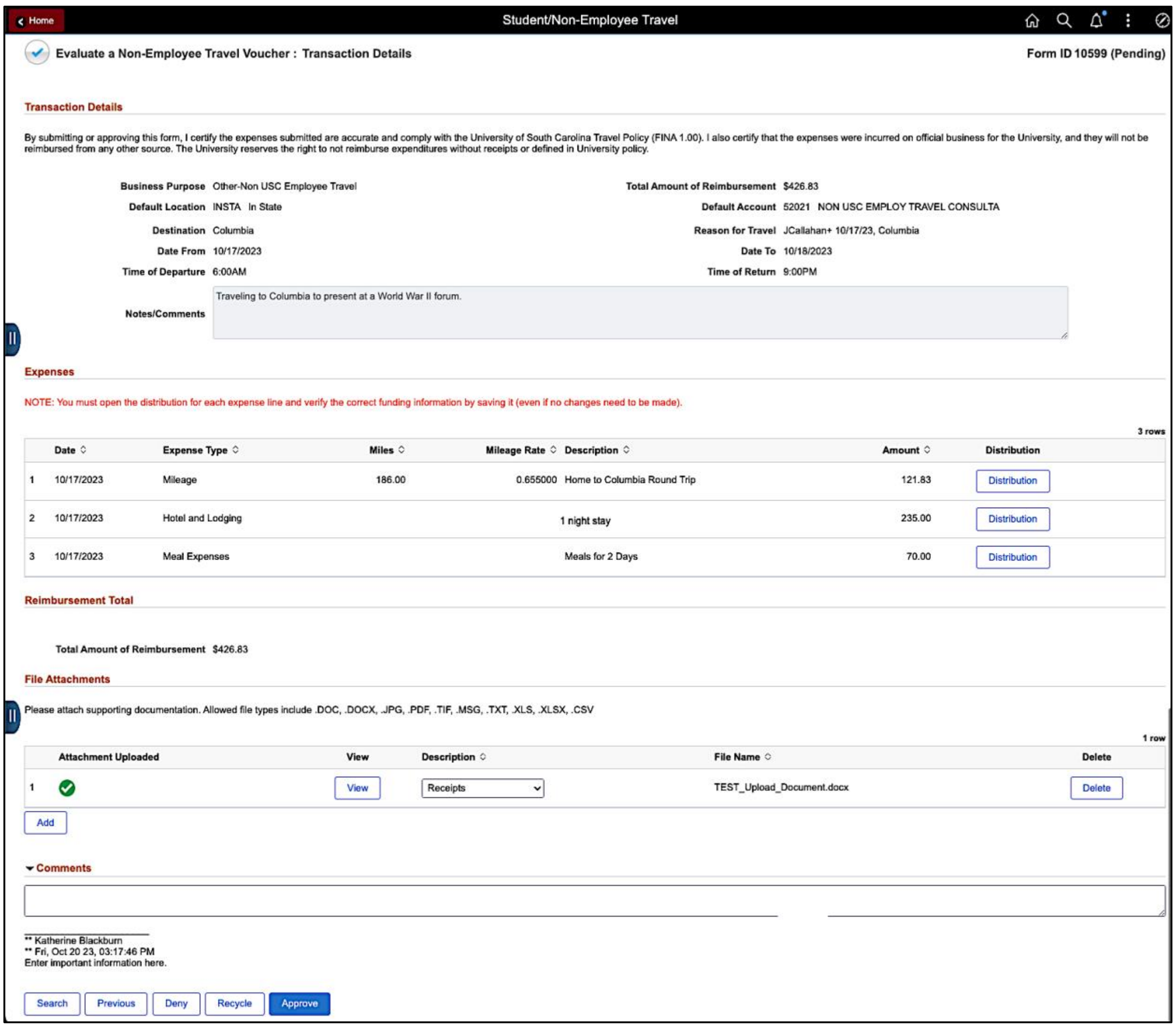
Step 3: Click the **Form ID** for the TA/TRA you are approving.



Step 4: For this example, a TRV is selected to approve. Review the Recipient Information to ensure the address is accurate and click the **Next** button.

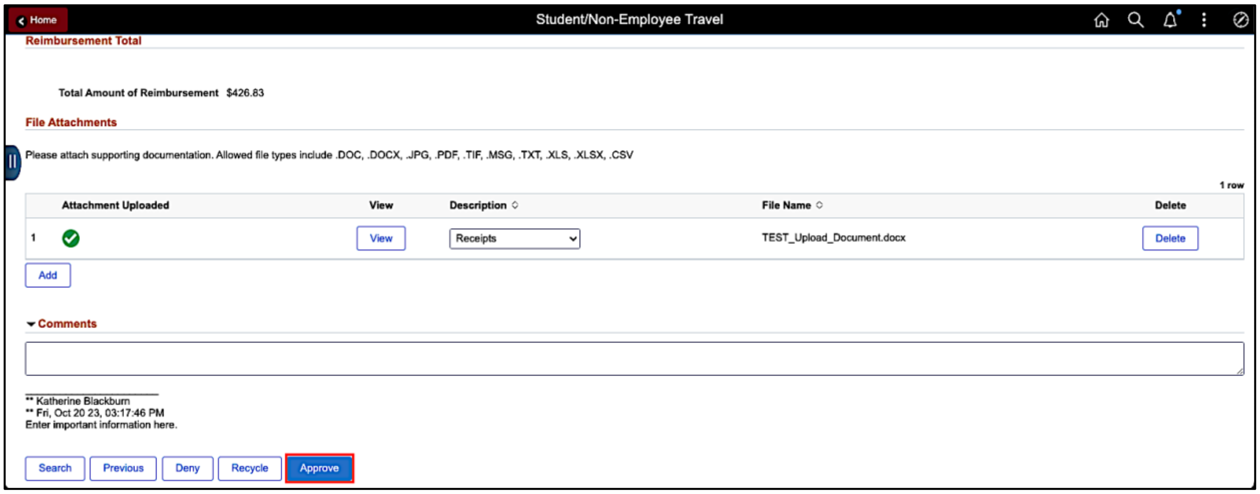


Step 5: Continue to review the expense lines and chartfield information for accuracy.

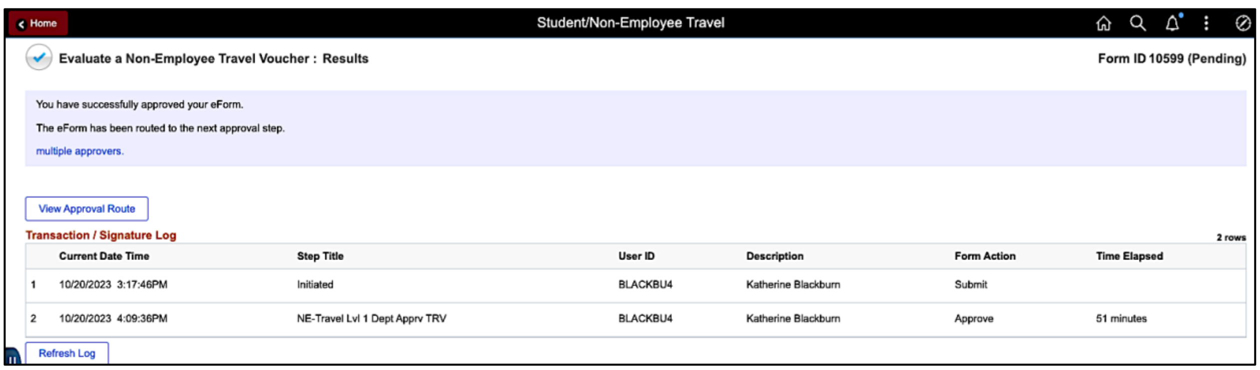


Step 6: You have the option to Deny, Recycle, Hold and Approve. For this example, click the **Approve** button.

<u>**Note:**</u> If recycling back to the original creator, be sure to include a comment clearly describing the edit that is needed.



Step 7: Once you approve, the TA/TRV eForm will move to the next step in the workflow.



IX. View a TA/TRV eForm

Use the View TA/TRV tab to view the TA/TRV eForm details, status, and/or see who has approved the entry.

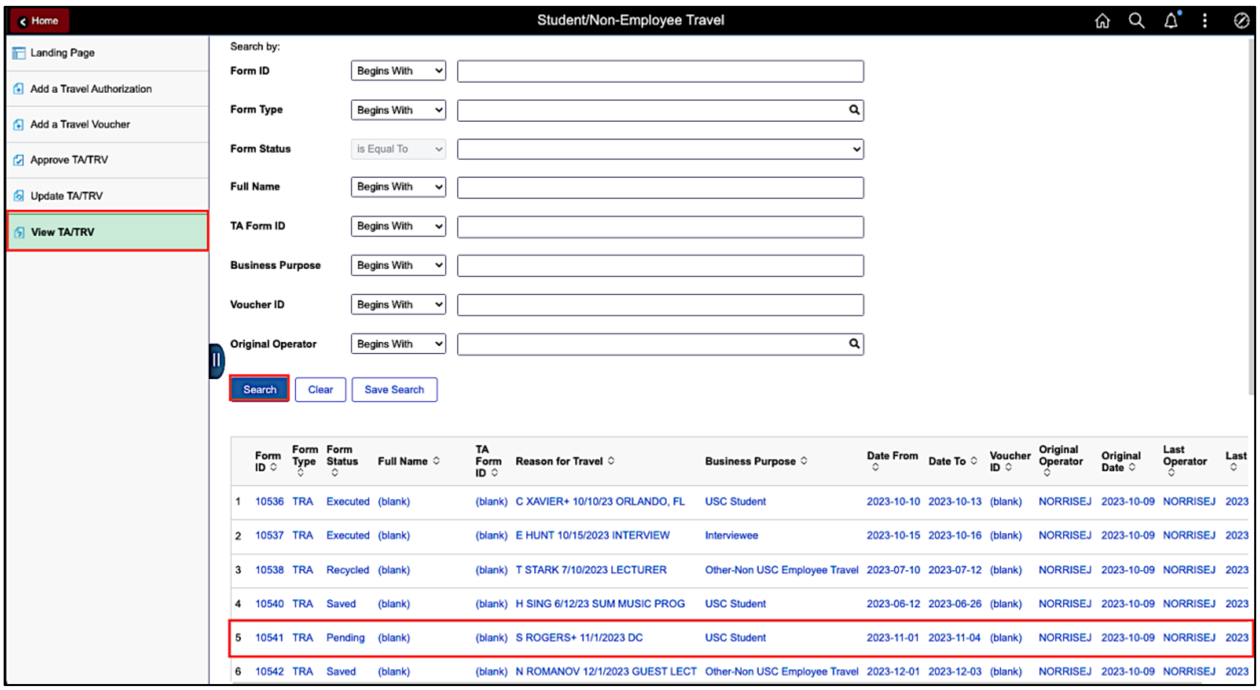
Main Menu > USC Finance eForms > Student/Non-Employee Travel

Step 1: Click the **View TA/TRV** tab.

Step 2: You can view a TA/TRV eForm by using any of the available search fields or just click the **Search** button.

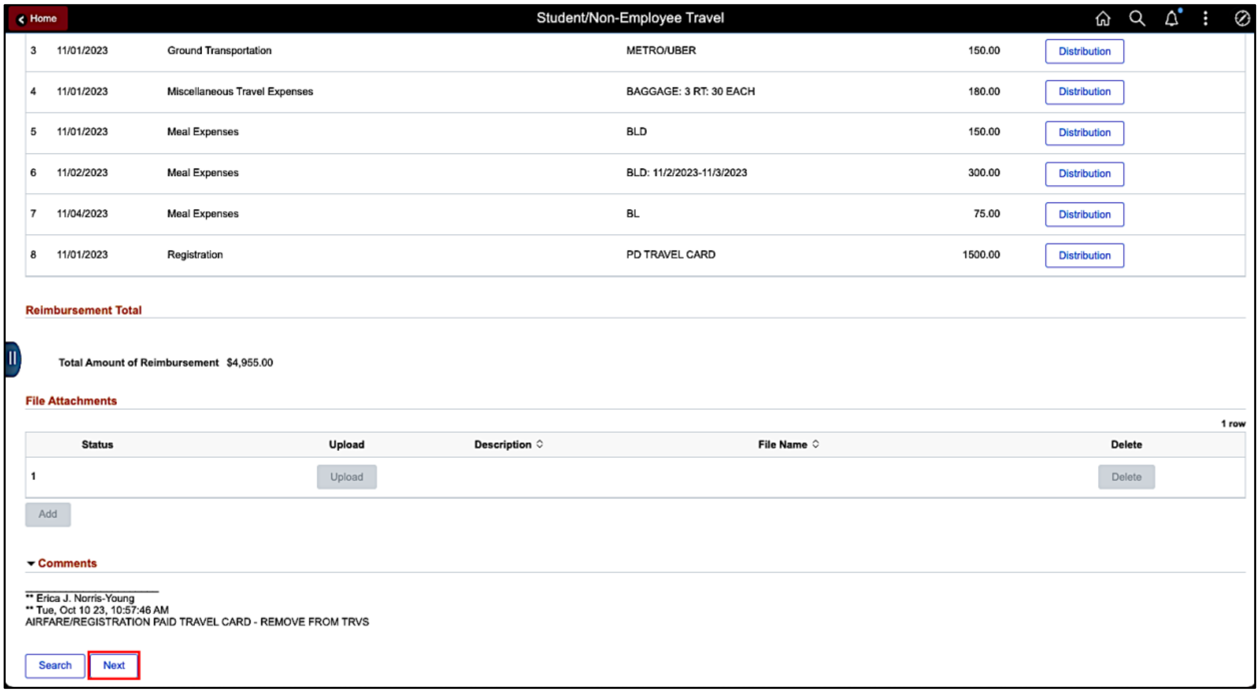
Step 3: Click the **Search** button.

Step 4: Select one of the TA/TRV eForms from the list. For this example, the selected TRA is in Pending status indicating it is still waiting for approval.

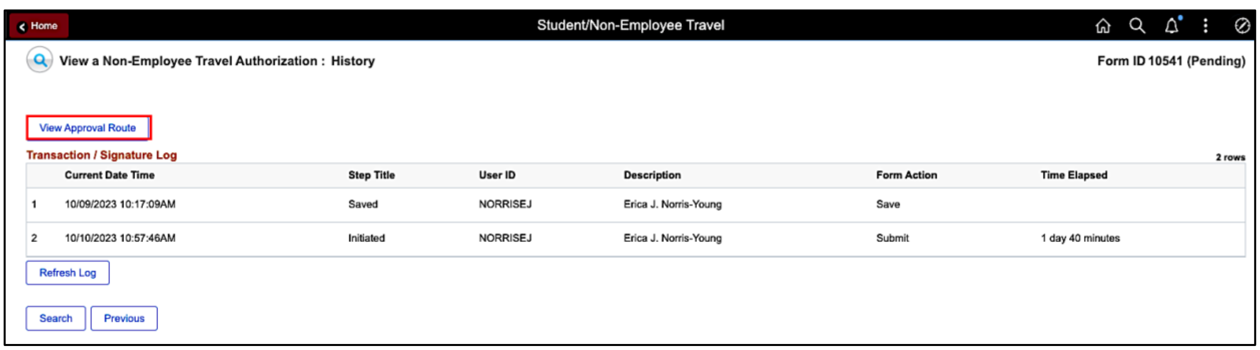


To review the approval routing to see where the TRA is in the approval process,

Step 5: Go to the bottom of the screen and click the **Next** button**.**



Step 6: Click the **View Approval Route** button to view approval information.



Step 7: The TRA is still waiting for Level 1 Departmental approval.