



**Office of the Controller
Travel Team**

Travel Authorization and Travel Reimbursement Voucher eForm

Table of Contents

I. Objectives.....	2
II. Tips and Tricks.....	2
III. Explanation of eForm Status Options.....	3
IV. Left Navigation Options.....	3
V. Creating a TA eForm.....	4
VI. Creating a TRV eForm.....	19
VII. Updating a TA/TRV eForm.....	29
VIII. Approving a TA/TRV eForm.....	32
IX. View a TA/TRV eForm	35

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Withdrawn	The creator of the TA/TRV has cancelled the eForm and therefore it cannot be resubmitted.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

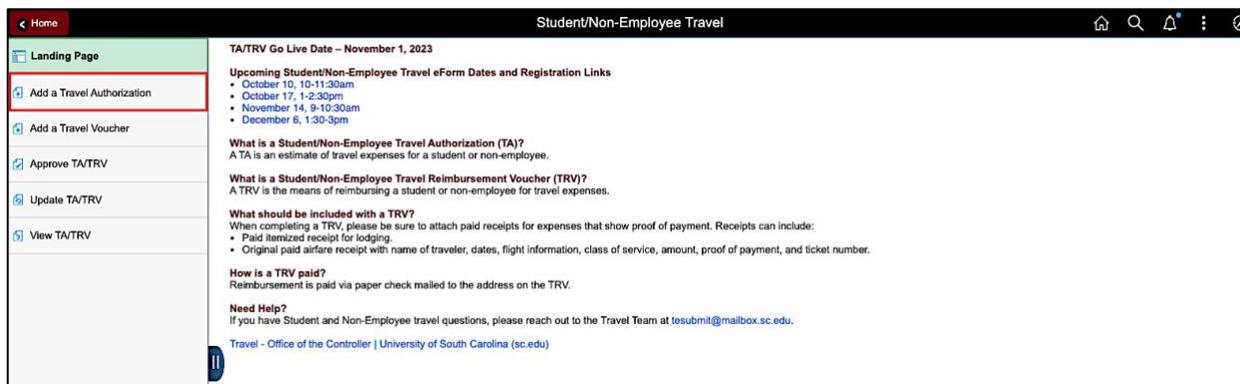
V. Creating a TA eForm

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

Note: 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.

The screenshot shows the 'Transaction Details' section of the 'Start a Non-Employee Travel Authorization' form. The 'Default Account' field is highlighted with a red box and contains the value '52021'. The 'Reason for Travel' field contains the text 'NON USC EMPLOY TRAVEL CONSULTA'. The 'Total Amount of Reimbursement' is \$0.00. The 'Business Purpose' is set to 'Other-Non USC Employ'. The 'Default Location', 'Destination', 'Date From', and 'Date To' fields are empty. The 'Notes/Comments' field is also empty. The 'Recipient Information' section below shows a table with one row for a recipient, with a 'US Citizen?' toggle set to 'Yes'.

Step 4: Click in the **Lookup Default Location** icon to choose the applicable 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.

This screenshot is identical to the previous one, but the 'Lookup Default Location' icon (a magnifying glass) next to the 'Default Location' field is highlighted with a red box. The rest of the form content remains the same.

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

The screenshot shows a 'Lookup' dialog box with the following search results:

Expense Location	Description
CANDA	Canada
FOREI	Foreign
INSTA	In State
OUTST	Out of State

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**.

The screenshot shows the 'Transaction Details' form with the following fields highlighted:

- *Destination:** Columbia
- *Reason for Travel:** JCallahan+10/17/23, Colum

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

The screenshot shows the 'Transaction Details' form with the following fields highlighted:

- *Date From:** 10/17/2023
- *Date To:** 10/18/2023

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

Transaction Details

*Business Purpose: Other-Non USC Emplo
*Default Location: INSTA In State
*Destination: Columbia
*Date From: 10/17/2023
*Date To: 10/18/2023
*Reason for Travel: JCallahan+10/17/23, Colum
*Default Account: 52021 NON USC EMPLOY TRAVEL CONSULTA
Total Amount of Reimbursement: \$0.00
Notes/Comments: Traveling to Columbia to present at a World War II forum.

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.

Recipient Information

*Full Name	US Citizen?
1 Joanne Callahan	Yes

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.

The screenshot shows the 'Transaction Details' section of the eForm. The 'Business Purpose' is set to 'Other-Non USC Emplo'. The 'Default Location' is 'INSTA' (In State), 'Destination' is 'Columbia', and 'Date From' is '10/17/2023'. The 'Total Amount of Reimbursement' is '\$0.00'. The 'Default Account' is '52021' (NON USC EMPLOY TRAVEL CONSULTA) and the 'Reason for Travel' is 'JCallahan+10/17/23, Colum'. The 'Date To' is '10/18/2023'. The 'Notes/Comments' field contains the text: 'Traveling to Columbia to present at a World War II forum.'

The 'Recipient Information' section shows a table with 2 rows:

	*Full Name	US Citizen?	
1	Joanne Callahan	Yes	+ -
2	Lois Compton	Yes	+ -

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.

The screenshot shows the 'Expenses' section of the eForm. The 'Notes/Comments' field is visible at the top. The 'Recipient Information' section is also visible, showing the same two recipients as in the previous screenshot.

The 'Expenses' section shows a table with 1 row:

	*Date	*Expense Type	*Description	*Amount	Distribution	
1	10/17/2023			0.00	Distribution	+ -

The 'Reimbursement Total' section shows the 'Total Amount of Reimbursement' as '\$0.00'.

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.

The screenshot shows the 'Student/Non-Employee Travel' form. At the top, there is a 'Notes/Comments' field with the text 'Traveling to Columbia to present at a World War II forum.' Below this is the 'Recipient Information' section with two rows of recipient data:

*Full Name	US Citizen?
1 Joanne Callahan	Yes
2 Lois Compton	Yes

The 'Expenses' section contains one row with the following data:

*Date	*Expense Type	*Description	*Amount	Distribution
1 10/17/2023	Mileage		0.00	Distribution

A dropdown menu for 'Expense Type' is open, showing options like 'Air Travel Expenses', 'Meal Expenses', and 'Mileage' (which is highlighted).

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.

The screenshot shows the 'Student/Non-Employee Travel' form with the 'Distribution Details for Line Item' dialog box open. The dialog box contains the following data:

*Transaction Amount	*GL Business Unit	*Operating Unit	*Department	*Fund Code	*Account	*Class Field	PC Business Unit	Project
1 \$121.83	USC01	CL071	135575	A0001	52021	101		

Buttons for 'Delete' and 'Save' are visible at the bottom left of the dialog box.

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

The screenshot shows the 'Student/Non-Employee Travel' form. At the top, there is a 'Notes/Comments' field with the text 'Traveling to Columbia to present at a World War II forum.' Below this is the 'Recipient Information' section, which contains a table with 2 rows. The first row is for Joanne Callahan and the second for Lois Compton, both with 'US Citizen?' status set to 'Yes'. Below the recipient information is the 'Expenses' section, which contains a table with 1 row. The table has columns for Date, Expense Type, Miles, Mileage Rate (\$), Description, Amount, and Distribution. The first row shows a date of 10/17/2023, Expense Type of Mileage, 186.00 miles, a rate of 0.655000, a description of 'Home to Columbia Round', and an amount of 121.83. A red box highlights the '+ Plus' button in the Distribution column of this row. At the bottom, the 'Reimbursement Total' section shows a 'Total Amount of Reimbursement' of \$121.83.

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**.

This screenshot shows the same form as Step 20, but with the 'Expense Type' dropdown menu open for the second row. The date field for the second row is also highlighted with a red box. The dropdown menu lists several options: Air Travel Expenses, Expense Adjustments, Ground Transportation, Hotel and Lodging (highlighted with a red box), Meal Expenses, Mileage, Miscellaneous Travel Expenses, Reduced Rate Mileage Courtesy, and Registration. The 'Total Amount of Reimbursement' is still \$121.83, and the 'File Attachments' section is visible at the bottom.

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.

The screenshot shows the 'Student/Non-Employee Travel' form. At the top, there is a 'Notes/Comments' field with the text 'Traveling to Columbia to present at a World War II forum.' Below this is the 'Recipient Information' section, which contains a table with two rows. The first row lists 'Joanne Callahan' as the full name and 'Yes' as the US Citizen status. The second row lists 'Lois Compton' as the full name and 'Yes' as the US Citizen status. Below the recipient information is the 'Expenses' section, which contains a table with two rows. The first row is for a 'Mileage' expense on 10/17/2023 for 186.00 miles at a rate of 0.655000, with a description of 'Home to Columbia Round' and an amount of 121.83. The second row is for a 'Hotel and Lodging' expense on 10/17/2023 for '1 night stay' with an amount of 220.00. The 'Distribution' button is highlighted in red for the second row. At the bottom of the form, the 'Reimbursement Total' is shown as \$121.83.

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.

The screenshot shows the 'Distribution Details for Line Item' dialog box. It contains a table with the following columns: Transaction Amount, GL Business Unit, Operating Unit, Department, Fund Code, Account, Class Field, PC Business Unit, and Project. The first row of data shows a transaction amount of \$220.00, GL Business Unit of USC01, Operating Unit of CL071, Department of 135575, Fund Code of A0001, and Account of 52021. The Class Field is set to 101. The 'Delete' and 'Save' buttons are visible at the bottom left of the dialog box.

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

The screenshot shows the 'Student/Non-Employee Travel' form. At the top, there are fields for 'Full Name' and 'US Citizen?'. Below this is the 'Expenses' section with a table containing two rows. The second row is highlighted with a red box around the plus button in the 'Distribution' column. At the bottom, there is a 'Reimbursement Total' section showing a total amount of \$341.83.

*Date	*Expense Type	*Miles	Mileage Rate (\$)	*Description	Amount	Distribution
10/17/2023	Mileage	186.00	0.655000	Home to Columbia Round	121.83	Distribution
10/17/2023	Hotel and Lodging			1 night stay	220.00	Distribution

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**.

The screenshot shows the 'Student/Non-Employee Travel' form with a third expense line added. The date field for the third line is highlighted with a red box. A dropdown menu is open, showing various expense types, with 'Meal Expenses' highlighted in blue. The 'Reimbursement Total' section is also visible.

*Date	*Expense Type	*Miles	Mileage Rate (\$)	*Description	Amount	Distribution
10/17/2023	Mileage	186.00	0.655000	Home to Columbia Round	121.83	Distribution
10/17/2023	Hotel and Lodging			1 night stay	220.00	Distribution
10/17/2023	Meal Expenses				0.00	Distribution

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.

The screenshot shows the 'Student/Non-Employee Travel' form. At the top, there are two rows for 'Full Name' and 'US Citizen?'. Below that is the 'Expenses' section with a table of 3 rows. The third row is highlighted with red boxes around the 'Description', 'Amount', and 'Distribution' fields.

*Date	*Expense Type	*Miles	Mileage Rate (\$)	*Description	Amount	Distribution
10/17/2023	Mileage	186.00	0.655000	Home to Columbia Round	121.83	Distribution
10/17/2023	Hotel and Lodging			1 night stay	220.00	Distribution
10/17/2023	Meal Expenses			Meals for 2 Days	70.00	Distribution

Reimbursement Total
Total Amount of Reimbursement \$341.83

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.

The screenshot shows the 'Student/Non-Employee Travel' form with the 'Distribution Details for Line Item' dialog box open. The dialog box contains a table with columns for Transaction Amount, GL Business Unit, Operating Unit, Department, Fund Code, Account, Class Field, PC Business Unit, and Project. The values for Operating Unit, Department, Fund Code, and Class Field are highlighted with red boxes.

*Transaction Amount	*GL Business Unit	*Operating Unit	*Department	*Fund Code	*Account	*Class Field	PC Business Unit	Project
\$70.00	USC01	CL071	135575	A0001	52021	101		

Buttons: Delete, Save

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

The screenshot shows the 'Student/Non-Employee Travel' form. At the top, there are two rows for traveler information:

*Full Name	US Citizen?
1 Joanne Callahan	Yes
2 Lois Compton	Yes

Below this is the 'Expenses' section with a table of 3 rows:

*Date	*Expense Type	*Miles	Mileage Rate (\$)	*Description	Amount	Distribution
1 10/17/2023	Mileage	186.00	0.655000	Home to Columbia Round	121.83	Distribution
2 10/17/2023	Hotel and Lodging			1 night stay	220.00	Distribution
3 10/17/2023	Meal Expenses			Meals for 2 Days	70.00	Distribution

At the bottom, the 'Reimbursement Total' section shows:

Total Amount of Reimbursement \$411.83

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

This screenshot is identical to the previous one, but with the 'File Attachments' section expanded at the bottom:

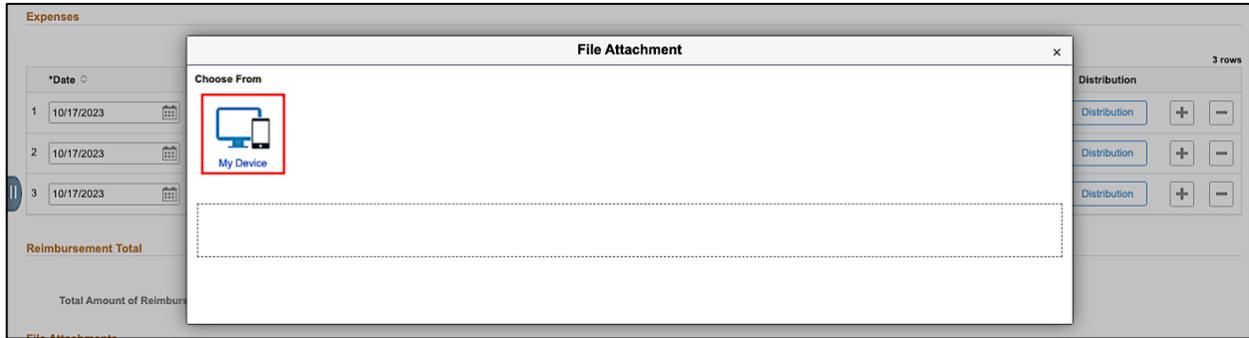
Reimbursement Total: Total Amount of Reimbursement \$411.83

File Attachments (1 row):

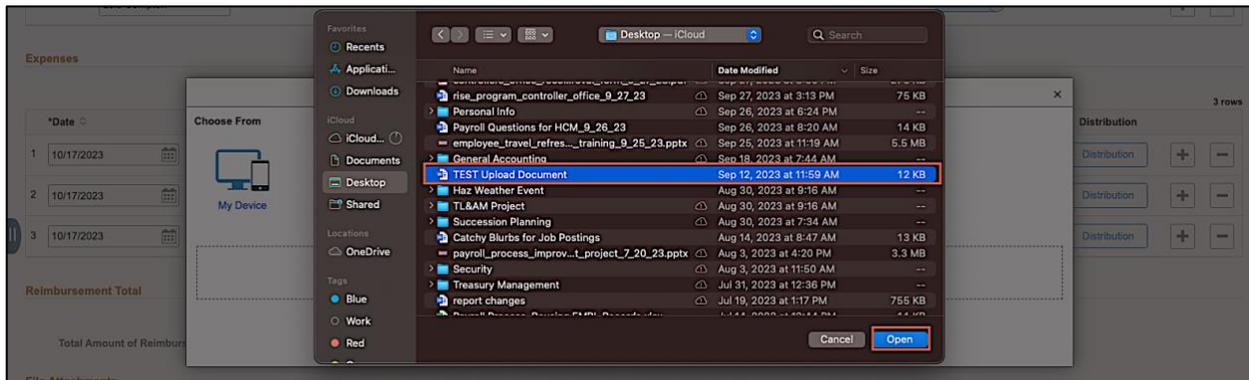
Status	Upload	Description	File Name	Delete
1	Upload			Delete

An 'Add' button is located below the table.

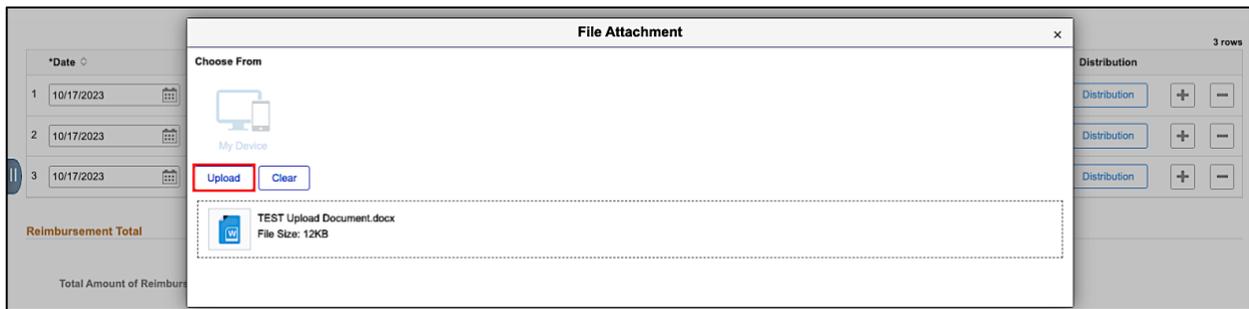
Step 38: Click the **My Device** icon.



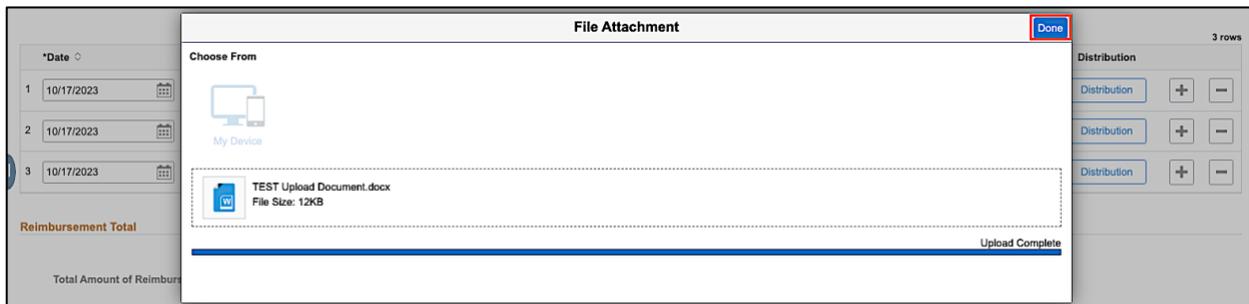
Step 39: Select the document, click the **Open** button.



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.

The screenshot shows the 'File Attachments' section with a table containing one row. The row has columns for 'Status', 'Upload', 'Description', 'File Name', and 'Delete'. The 'Status' column contains a green checkmark. The 'Upload' column has a 'View' button. The 'Description' column has a dropdown menu that is open, showing 'Document' and 'Receipts' options. The 'File Name' column contains 'TEST_Upload_Document.docx'. The 'Delete' column has a 'Delete' button. Below the table is an 'Add' button.

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

The screenshot shows the 'File Attachments' section with a table containing one row. The row has columns for 'Attachment Uploaded', 'View', 'Description', 'File Name', and 'Delete'. The 'Attachment Uploaded' column contains a green checkmark. The 'View' column has a 'View' button. The 'Description' column has a dropdown menu with 'Document' selected. The 'File Name' column contains 'TEST_Upload_Document.docx'. The 'Delete' column has a 'Delete' button. Below the table is an 'Add' button, which is highlighted with a red box.

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

The screenshot shows the 'File Attachments' section with a table containing one row. The row has columns for 'Attachment Uploaded', 'View', 'Description', 'File Name', and 'Delete'. The 'Attachment Uploaded' column contains a green checkmark. The 'View' column has a 'View' button. The 'Description' column has a dropdown menu with 'Document' selected. The 'File Name' column contains 'TEST_Upload_Document.docx'. The 'Delete' column has a 'Delete' button. Below the table is an 'Add' button. Below the 'Add' button is a 'Comments' section, which is expanded, showing 'Save' and 'Submit' buttons.

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.

Expenses

*Date	*Expense Type	*Miles	Mileage Rate (\$)	*Description	Amount	Distribution
10/17/2023	Mileage	188.00	0.655000	Home to Columbia Round	121.83	Distribution
10/17/2023	Hotel and Lodging			1 night stay	220.00	Distribution
10/17/2023	Meal Expenses			Meals for 2 Days	70.00	Distribution

Reimbursement Total

Total Amount of Reimbursement \$411.83

File Attachments

Attachment Uploaded	View	Description	File Name	Delete
1 <input checked="" type="checkbox"/>	View	Document	TEST_Upload_Document.docx	Delete

Comments

Enter important information here.

[Save](#) [Submit](#)

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.

Start a Non-Employee Travel Authorization : Results Form ID 10596 (Pending)

You have successfully submitted your eForm.
The eForm has been routed to the next approval step.
multiple approvers.

[View Approval Route](#)

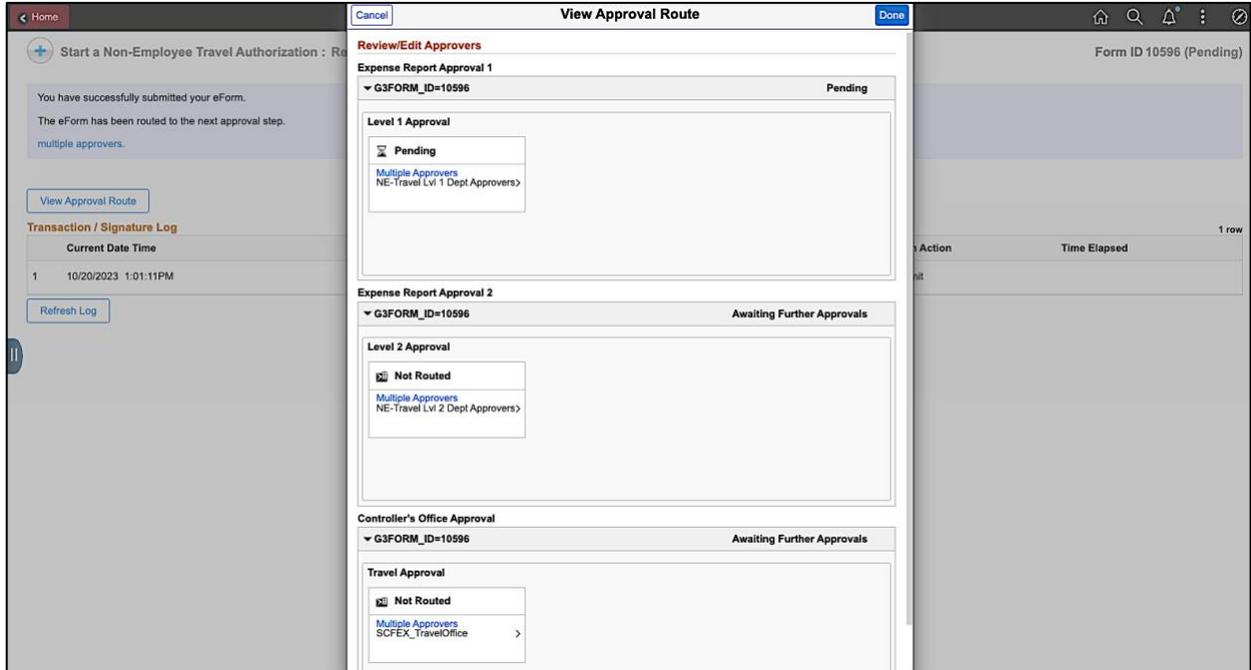
Transaction / Signature Log

Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
1 10/20/2023 1:01:11PM	Initiated	BLACKBU4	Katherine Blackburn	Submit	

[Refresh Log](#)

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.

Student/Non-Employee Travel

Add a Travel Voucher

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

- Prior to submitting a TA for a non-employee traveling from a foreign country, refer to the [Payments to Foreign Nationals Matrix](#).
- USC is unable to approve the TA until all criteria and required documentation are fully satisfied.
- The Travel Reimbursement, Restrictions, and Documents Needed columns of the matrix provide these requirements.

What is a Student/Non-Employee Travel Reimbursement Voucher (TRV)?
A TRV is the means of reimbursing a student or non-employee for travel expenses.

It is crucial to ensure the address provided is complete and accurate. **Do not forget to include apartment numbers.**

For students using a campus address, ensure the [proper mailing format](#) is provided to avoid checks being returned.

What should be included with a TRV?
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, amount, proof of payment, and ticket number.
- [Travel Check List](#)

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**.

Student/Non-Employee Travel

Search by:

TA Form ID: Begins With

Name: Begins With

Travel Auth Description: Begins With

Date From: is Equal To

Date To: is Equal To

TA Form ID	Full Name	Reason for Travel	Date From	Date To	Row number
1 10596	Joanne Callahan	JCallahan+ 10/17/23, Columbia	2023-10-17	2023-10-18	1
2 10596	Lois Compton	JCallahan+ 10/17/23, Columbia	2023-10-17	2023-10-18	2

Step 4: On the first page of the eForm, enter the individual's 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.

Start a Non-Employee Travel Voucher : Recipient Information Form ID 10599 (NEW)

Recipient Information

*Full Name

*Country United States

*Address Line 1

Address Line 2

Address Line 3

*State North Carolina

*City

*Postal Code

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.

Start a Non-Employee Travel Voucher : Transaction Details Form ID 10599 (NEW)

Transaction Details

By submitting or approving this form, I certify the expenses submitted are accurate and comply with the University of South Carolina Travel Policy (FINA 1.00). I also certify that the expenses were incurred on official business for the University, and they will not be reimbursed from any other source. The University reserves the right to not reimburse expenditures without receipts or defined in University policy.

*Business Purpose Total Amount of Reimbursement: \$411.83

*Default Location In State

*Default Account NON USC EMPLOY TRAVEL CONSULTA

*Destination

*Reason for Travel

*Date From

*Date To

*Time of Departure

*Time of Return

Notes/Comments

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.

The screenshot shows the 'Start a Non-Employee Travel Voucher' form. The 'Transaction Details' section includes fields for Business Purpose (Other-Non USC Employ), Default Location (INSTA), Destination (Columbia), Date From (10/17/2023), Time of Departure (6:00AM), Default Account (52021), Reason for Travel (JCallahan+ 10/17/23, Colu), Date To (10/18/2023), Time of Return (9:00PM), and Notes/Comments (Traveling to Columbia to present at a World War II forum). The total amount of reimbursement is \$411.83. The 'Expenses' section contains a table with 3 rows:

*Date	*Expense Type	*Miles	Mileage Rate	*Description	Amount	Distribution
10/17/2023	Mileage	186.00	0.655000	Home to Columbia Round	121.83	Distribution
10/17/2023	Hotel and Lodging			1 night stay	220.00	Distribution
10/17/2023	Meal Expenses			Meals for 2 Days	70.00	Distribution

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

The screenshot shows the 'Distribution Details for Line Item' modal window. It displays chartfield information for a distribution line item:

*Transaction Amount	*GL Business Unit	*Operating Unit	*Department	*Fund Code	*Account	*Class Field	PC Business Unit	Project
\$121.83	USC01	CL071	135575	A0001	52021	101		

Buttons for 'Delete' and 'Save' are visible at the bottom left of the modal.

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.

The screenshot shows an error message: "Error: Mismatched Totals (24844,14) The sum of totals in the funding distribution modal window doesn't match the amount entered for this expense. Please ensure your totals sum to the expense total 121.83." An 'OK' button is highlighted in red at the bottom center.

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.

Student/Non-Employee Travel

By submitting or approving this form, I certify the expenses submitted are accurate and comply with the University of South Carolina Travel Policy (FINA 1.00). I also certify that the expenses were incurred on official business for the University, and they will not be reimbursed from any other source. The University reserves the right to not reimburse expenditures without receipts or defined in University policy.

*Business Purpose: Other-Non USC Employ
 *Default Location: INSTA In State
 *Destination: Columbia
 *Date From: 10/17/2023
 *Time of Departure: 6:00AM
 Notes/Comments: Traveling to Columbia to present at a World War II forum.

Total Amount of Reimbursement: \$411.83
 *Default Account: 52021 NON USC EMPLOY TRAVEL CONSULTA
 *Reason for Travel: JCallahan+ 10/17/23, Colum
 *Date To: 10/18/2023
 *Time of Return: 9:00PM

Expenses

NOTE: You must open the distribution for each expense line and verify the correct funding information by saving it (even if no changes need to be made).

*Date	*Expense Type	*Miles	Mileage Rate	*Description	Amount	Distribution
10/17/2023	Mileage	186.00	0.655000	Home to Columbia Round	121.83	Distribution
10/17/2023	Hotel and Lodging			1 night stay	235.00	Distribution
10/17/2023	Meal Expenses			Meals for 2 Days	70.00	Distribution

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.

Student/Non-Employee Travel

By submitting or approving this form, I certify the expenses submitted are accurate and comply with the University of South Carolina Travel Policy (FINA 1.00). I also certify that the expenses were incurred on official business for the University, and they will not be reimbursed from any other source. The University reserves the right to not reimburse expenditures without receipts or defined in University policy.

*Business Purpose: Other-Non USC Employ
 *Default Location: INSTA In State
 *Destination: Columbia
 *Date From: 10/17/2023
 *Time of Departure: 6:00AM

Total Amount of Reimbursement: \$411.83
 *Default Account: 52021 NON USC EMPLOY TRAVEL CONSULTA
 *Reason for Travel: JCallahan+ 10/17/23, Colum
 *Date To: 10/18/2023
 *Time of Return: 9:00PM

Distribution Details for Line Item

*Transaction Amount	*GL Business Unit	*Operating Unit	*Department	*Fund Code	*Account	*Class Field	PC Business Unit	Project
\$235.00	USC01	CL071	135575	A0001	52021	101		

Delete Save

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

Home Student/Non-Employee Travel

Expenses

NOTE: You must open the distribution for each expense line and verify the correct funding information by saving it (even if no changes need to be made).

*Date	*Expense Type	*Miles	Mileage Rate	*Description	Amount	Distribution
1 10/17/2023	Mileage	186.00	0.655000	Home to Columbia Round	121.83	Distribution
2 10/17/2023	Hotel and Lodging			1 night stay	235.00	Distribution
3 10/17/2023	Meal Expenses			Meals for 2 Days	70.00	Distribution

Step 16: Review/update the chartfield information.

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

Home Student/Non-Employee Travel

Expenses

NOTE: You must open the distribution for each expense line and verify the correct funding information by saving it (even if no changes need to be made).

*Date	*Expense Type	*Miles	Mileage Rate	*Description	Amount	Distribution
1 10/17/2023	Mileage	186.00	0.655000	Home to Columbia Round	121.83	Distribution
2 10/17/2023	Hotel and Lodging			1 night Stay	235.00	Distribution

Distribution Details for Line Item

*Transaction Amount	*GL Business Unit	*Operating Unit	*Department	*Fund Code	*Account	*Class Field	PC Business Unit	Project
1 \$70.00	USC01	CL071	135575	A0001	S2021	101		

Delete Save

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

Home Student/Non-Employee Travel

Expenses

NOTE: You must open the distribution for each expense line and verify the correct funding information by saving it (even if no changes need to be made).

*Date	*Expense Type	*Miles	Mileage Rate	*Description	Amount	Distribution
10/17/2023	Mileage	186.00	0.655000	Home to Columbia Round	121.83	Distribution
10/17/2023	Hotel and Lodging			1 night stay	235.00	Distribution
10/17/2023	Meal Expenses			Meals for 2 Days	70.00	Distribution

Reimbursement Total

Total Amount of Reimbursement \$426.83

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.

Reimbursement Total

Total Amount of Reimbursement \$411.83

File Attachments

Status	Upload	Description	File Name	Delete
1	Upload			Delete

Add

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

Reimbursement Total

Total Amount of Reimbursement \$426.83

File Attachment

Choose From

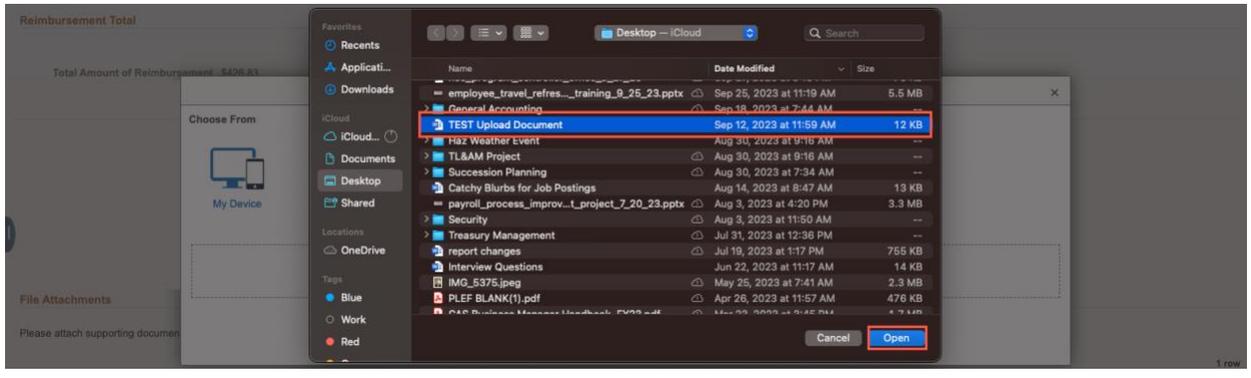
My Device

Please attach supporting document

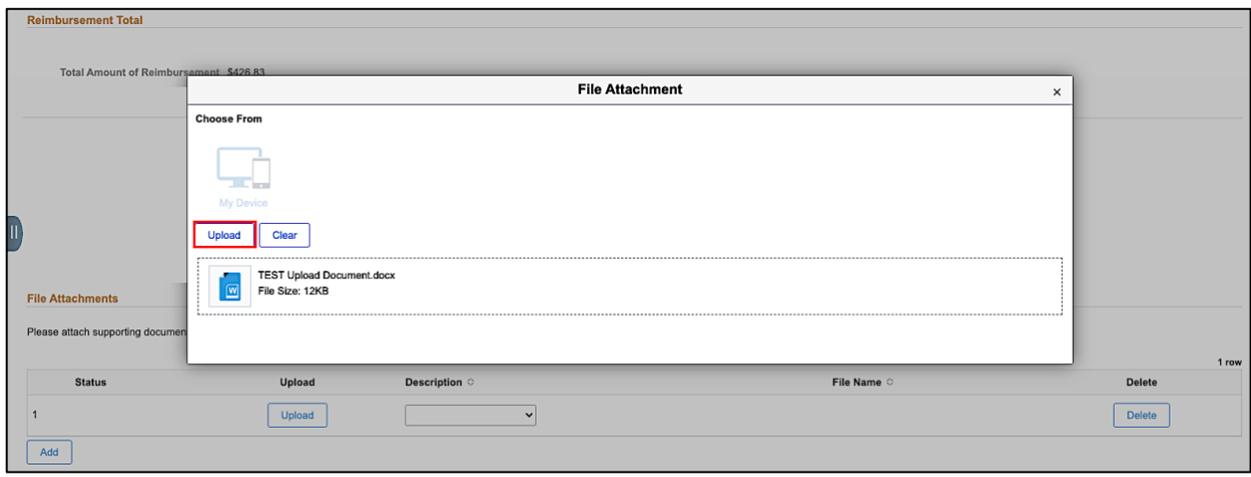
Status	Upload	Description	File Name	Delete
1	Upload			Delete

Add

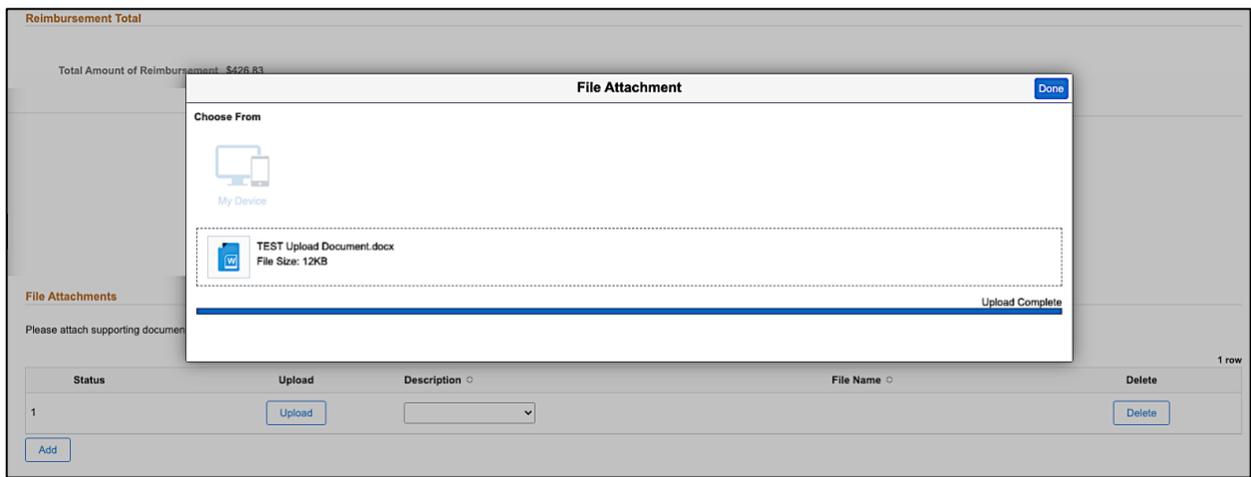
Step 21: Select the document, click the **Open** button.



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.

File Attachments

Please attach supporting documentation. Allowed file types include .DOC, .DOCX, .JPG, .PDF, .TIF, .MSG, .TXT, .XLS, .XLSX, .CSV

Status	Upload	Description	File Name	Delete
1	<input checked="" type="checkbox"/>	<input type="button" value="View"/> <ul style="list-style-type: none"> ✓ Invitation Letter Other <li style="background-color: #e0e0e0;">Receipts 	TEST_Upload_Document.docx	<input type="button" value="Delete"/>

▶ **Comments**

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

File Attachments

Please attach supporting documentation. Allowed file types include .DOC, .DOCX, .JPG, .PDF, .TIF, .MSG, .TXT, .XLS, .XLSX, .CSV

Attachment Uploaded	View	Description	File Name	Delete
1	<input checked="" type="checkbox"/>	<input type="button" value="View"/> Receipts	TEST_Upload_Document.docx	<input type="button" value="Delete"/>

▶ **Comments**

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

File Attachments

Please attach supporting documentation. Allowed file types include .DOC, .DOCX, .JPG, .PDF, .TIF, .MSG, .TXT, .XLS, .XLSX, .CSV

Attachment Uploaded	View	Description	File Name	Delete
1	<input checked="" type="checkbox"/>	<input type="button" value="View"/> Receipts	TEST_Upload_Document.docx	<input type="button" value="Delete"/>

Comments

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

File Attachments

Please attach supporting documentation. Allowed file types include .DOC, .DOCX, .JPG, .PDF, .TIF, .MSG, .TXT, .XLS, .XLSX, .CSV

Attachment Uploaded	View	Description	File Name	Delete
1	<input checked="" type="checkbox"/>	<input type="button" value="View"/> Receipts	TEST_Upload_Document.docx	<input type="button" value="Delete"/>

▼ **Comments**

Enter important information here.

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.

Home Student/Non-Employee Travel

Reimbursement Total

Total Amount of Reimbursement \$426.83

File Attachments

Please attach supporting documentation. Allowed file types include .DOC, .DOCX, .JPG, .PDF, .TIF, .MSG, .TXT, .XLS, .XLSX, .CSV

Attachment Uploaded	View	Description	File Name	Delete
1	View	Receipts	TEST_Upload_Document.docx	Delete

[Add](#)

Comments

Enter important information here.

[Search](#) [Previous](#) [Save](#) [Submit](#)

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.

Home Student/Non-Employee Travel

Start a Non-Employee Travel Voucher : Results Form ID 10599 (Pending)

You have successfully submitted your eForm.
The eForm has been routed to the next approval step.
[multiple approvers.](#)

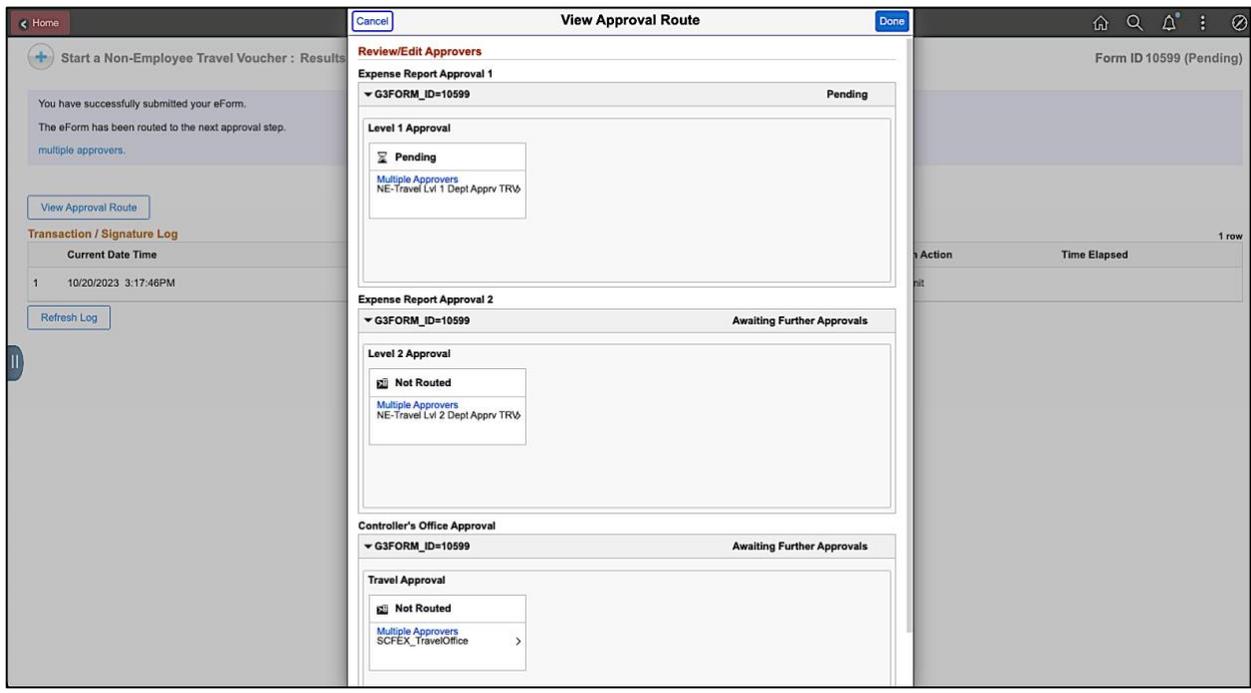
[View Approval Route](#)

Transaction / Signature Log

Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
1 10/20/2023 3:17:46PM	Initiated	BLACKBU4	Katherine Blackburn	Submit	

[Refresh Log](#)

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.

The screenshot displays the 'Student/Non-Employee Travel' interface. On the left, a sidebar contains navigation options: 'Landing Page', 'Add a Travel Authorization', 'Add a Travel Voucher', 'Approve TA/TRV', 'Update TA/TRV' (highlighted with a red box), and 'View TA/TRV'. The main area features search filters for Form ID, Form Type, Form Status, Full Name, Business Purpose, and Original Operator, each with a 'Begins With' dropdown and an input field. Below the filters are 'Search', 'Clear', and 'Save Search' buttons. A table below shows search results with 18 rows. The table columns are: Form ID, Form Type, Form Status, Full Name, TA Form ID, Business Purpose, Reason for Travel, Original Operator, Original Date, Last Operator, and Last Date. The third row (Form ID 10600, Status Pending) is highlighted with a red border.

	Form ID	Form Type	Form Status	Full Name	TA Form ID	Business Purpose	Reason for Travel	Original Operator	Original Date	Last Operator	Last Date
1	10608	TRA	Saved	(blank)	(blank)	(blank)	(blank)	NEALJH	2023-10-23	NEALJH	2023-10-23
2	10605	TRA	Saved	(blank)	(blank)	Other-Non USC Employee Travel	test	NEALJH	2023-10-23	NEALJH	2023-10-23
3	10600	TRA	Pending	(blank)	(blank)	Other-Non USC Employee Travel	BBlanchard 10/24/23 Columbia	BLACKBU4	2023-10-20	BLACKBU4	2023-10-20
4	10599	TRV	Pending	Joanne Callahan	10596	Other-Non USC Employee Travel	JCallahan+ 10/17/23, Columbia	BLACKBU4	2023-10-20	BLACKBU4	2023-10-20
5	10581	TRV	Pending	ETHAN HUNT	10537	Interviewee	E HUNT 10/15/2023 INTERVIEW	NORRISEJ	2023-10-17	NORRISEJ	2023-10-17
6	10579	TRV	Pending	THOMAS SMITH	10572	USC Student	T SMITH+ 11/13/23 CHS	NORRISEJ	2023-10-17	NORRISEJ	2023-10-17

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.

The screenshot shows the 'Update a Non-Employee Travel Authorization' form. The 'Transaction Details' section includes fields for Business Purpose (Other-Non USC Employ), Default Location (INSTA), Destination (Columbia), Date From (10/24/2023), Date To (10/25/2023), Total Amount of Reimbursement (\$371.83), Default Account (52021), Reason for Travel (BBlanchard 10/24//23 Colu), and Notes/Comments (Quest speaker at a Women in leadership conference). The 'Recipient Information' section shows a table with one row for Brenda Blanchard, with a 'US Citizen?' toggle set to 'Yes' and a red box around the '+' button.

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

The screenshot shows the same form as Step 4, but with two rows in the 'Recipient Information' table. The first row is for Brenda Blanchard. The second row is for Melanie Barrett, with a red box around her name in the 'Full Name' field. The 'US Citizen?' toggle for both recipients is set to 'Yes'.

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

Home Student/Non-Employee Travel

2 Melanie Barrett Yes

Expenses

*Date	*Expense Type	*Miles	Mileage Rate (\$)	*Description	Amount	Distribution
1 10/24/2023	Mileage	186.00	0.655000	Home to Columbia Round	121.83	Distribution
2 10/24/2023	Hotel and Lodging			1 night stay	180.00	Distribution
3 10/24/2023	Meal Expenses			2 days	70.00	Distribution

Reimbursement Total

Total Amount of Reimbursement \$371.83

File Attachments

Attachment Uploaded	View	Description	File Name	Delete
1 <input checked="" type="checkbox"/>	View	Document	TEST_Upload_Document.docx	Delete

[Add](#)

Comments

[Search](#) [Withdraw](#) [Resubmit](#)

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.

Search by:

Form ID Begins With

Form Type Begins With

Form Status is Equal To

Full Name Begins With

TA Form ID Begins With

Business Purpose Begins With

Form ID	Form Type	Form Status	Full Name	TA Form ID	Business Purpose	Reason for Travel	Original Operator	Original Date	Last Operator	Last Date
1 10599	TRV	Pending	Joanne Callahan	10596	Other-Non USC Employee Travel	JCallahan+ 10/17/23, Columbia	BLACKBU4	2023-10-20	BLACKBU4	2023-10-20
2 10600	TRA	Pending	(blank)	(blank)	Other-Non USC Employee Travel	BBlanchard 10/24/23 Columbia	BLACKBU4	2023-10-20	BLACKBU4	2023-10-20

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

Search by:

Form ID Begins With

Form Type Begins With

Form Status is Equal To

Full Name Begins With

TA Form ID Begins With

Business Purpose Begins With

Form ID	Form Type	Form Status	Full Name	TA Form ID	Business Purpose	Reason for Travel	Original Operator	Original Date	Last Operator	Last Date
1 10599	TRV	Pending	Joanne Callahan	10596	Other-Non USC Employee Travel	JCallahan+ 10/17/23, Columbia	BLACKBU4	2023-10-20	BLACKBU4	2023-10-20
2 10600	TRA	Pending	(blank)	(blank)	Other-Non USC Employee Travel	BBlanchard 10/24/23 Columbia	BLACKBU4	2023-10-20	BLACKBU4	2023-10-20

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.

Recipient Information

Full Name Joanne Callahan
 Country USA United States
 Address Line 1 1 Main Street
 Address Line 2
 Address Line 3
 State NC North Carolina City Charlotte
 Postal Code 28105

Search Next

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

Transaction Details

By submitting or approving this form, I certify the expenses submitted are accurate and comply with the University of South Carolina Travel Policy (FINA 1.00). I also certify that the expenses were incurred on official business for the University, and they will not be reimbursed from any other source. The University reserves the right to not reimburse expenditures without receipts or defined in University policy.

Business Purpose Other-Non USC Employee Travel Total Amount of Reimbursement \$426.83
 Default Location INSTA In State Default Account 52021 NON USC EMPLOY TRAVEL CONSULTA
 Destination Columbia Reason for Travel JCallahan+ 10/17/23, Columbia
 Date From 10/17/2023 Date To 10/18/2023
 Time of Departure 6:00AM Time of Return 9:00PM
 Notes/Comments Traveling to Columbia to present at a World War II forum.

Expenses

NOTE: You must open the distribution for each expense line and verify the correct funding information by saving it (even if no changes need to be made).

Date	Expense Type	Miles	Mileage Rate	Description	Amount	Distribution
10/17/2023	Mileage	186.00	0.655000	Home to Columbia Round Trip	121.83	Distribution
10/17/2023	Hotel and Lodging			1 night stay	235.00	Distribution
10/17/2023	Meal Expenses			Meals for 2 Days	70.00	Distribution

Reimbursement Total

Total Amount of Reimbursement \$426.83

File Attachments

Please attach supporting documentation. Allowed file types include .DOC, .DOCX, .JPG, .PDF, .TIF, .MSG, .TXT, .XLS, .XLSX, .CSV

Attachment Uploaded	View	Description	File Name	Delete
1 <input checked="" type="checkbox"/>	View	Receipts	TEST_Upload_Document.docx	Delete

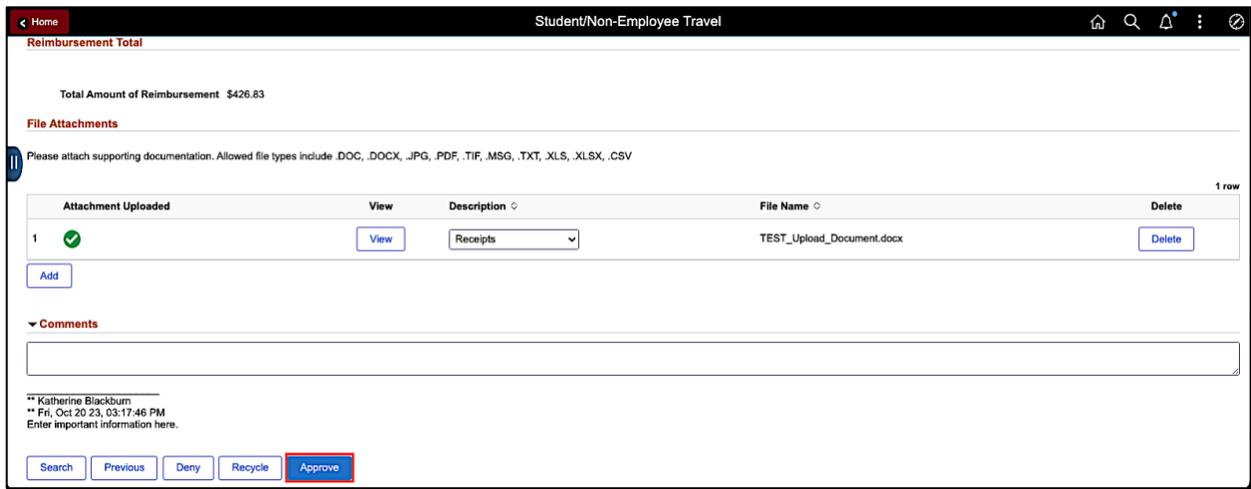
Comments

** Katherine Blackburn
 ** Fri, Oct 20 23, 03:17:46 PM
 Enter important information here.

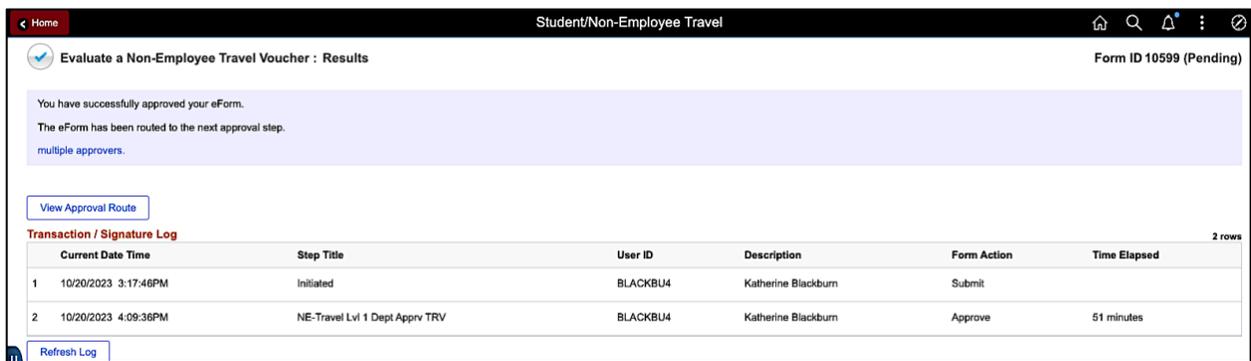
Search Previous Deny Recycle Approve

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

Note: 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.

Search by:

Form ID: Begins With []

Form Type: Begins With []

Form Status: is Equal To []

Full Name: Begins With []

TA Form ID: Begins With []

Business Purpose: Begins With []

Voucher ID: Begins With []

Original Operator: Begins With []

Search [] Clear [] Save Search []

Form ID	Form Type	Form Status	Full Name	TA Form ID	Reason for Travel	Business Purpose	Date From	Date To	Voucher ID	Original Operator	Original Date	Last Operator	Last
1 10536	TRA	Executed	(blank)	(blank)	C XAVIER+ 10/10/23 ORLANDO, FL	USC Student	2023-10-10	2023-10-13	(blank)	NORRISEJ	2023-10-09	NORRISEJ	2023
2 10537	TRA	Executed	(blank)	(blank)	E HUNT 10/15/2023 INTERVIEW	Interviewee	2023-10-15	2023-10-16	(blank)	NORRISEJ	2023-10-09	NORRISEJ	2023
3 10538	TRA	Recycled	(blank)	(blank)	T STARK 7/10/2023 LECTURER	Other-Non USC Employee Travel	2023-07-10	2023-07-12	(blank)	NORRISEJ	2023-10-09	NORRISEJ	2023
4 10540	TRA	Saved	(blank)	(blank)	H SING 6/12/23 SUM MUSIC PROG	USC Student	2023-06-12	2023-06-26	(blank)	NORRISEJ	2023-10-09	NORRISEJ	2023
5 10541	TRA	Pending	(blank)	(blank)	S ROGERS+ 11/1/2023 DC	USC Student	2023-11-01	2023-11-04	(blank)	NORRISEJ	2023-10-09	NORRISEJ	2023
6 10542	TRA	Saved	(blank)	(blank)	N ROMANOV 12/1/2023 GUEST LECT	Other-Non USC Employee Travel	2023-12-01	2023-12-03	(blank)	NORRISEJ	2023-10-09	NORRISEJ	2023

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.

The screenshot shows the 'Student/Non-Employee Travel' form. At the top, there is a navigation bar with 'Home', 'Student/Non-Employee Travel', and utility icons. Below this is a table of expenses:

Item #	Date	Description	Amount	Action
3	11/01/2023	Ground Transportation	150.00	Distribution
4	11/01/2023	Miscellaneous Travel Expenses	180.00	Distribution
5	11/01/2023	Meal Expenses	150.00	Distribution
6	11/02/2023	Meal Expenses	300.00	Distribution
7	11/04/2023	Meal Expenses	75.00	Distribution
8	11/01/2023	Registration	1500.00	Distribution

Below the table is a 'Reimbursement Total' section showing a total amount of \$4,955.00. Underneath is a 'File Attachments' table with one row and columns for Status, Upload, Description, File Name, and Delete. At the bottom, there is a 'Comments' section with a comment from Erica J. Norris-Young dated Oct 10, 2023, and 'Search' and 'Next' buttons.

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

The screenshot shows the 'View a Non-Employee Travel Authorization : History' page. At the top, there is a navigation bar with 'Home', 'Student/Non-Employee Travel', and utility icons. Below this is a search bar and the text 'View a Non-Employee Travel Authorization : History' and 'Form ID 10541 (Pending)'. A 'View Approval Route' button is highlighted with a red box. Below this is a 'Transaction / Signature Log' table with two rows and columns for Current Date Time, Step Title, User ID, Description, Form Action, and Time Elapsed. At the bottom, there is a 'Refresh Log' button and 'Search' and 'Previous' buttons.

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

