OFFICE OF THE CONTROLLER

General Accounting – Travel Team

Travel Top 10 Q and A

November 2025

UNIVERSITY OF
South Carolina

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Top 10 Travel Q and A

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#1 Travel Q and A

How can I ensure proper reimbursement of meals?

Common Mistake: Time of departure on the first day and time of return on the last day are missing.

- Always include departure and return times (AM/PM).
- Missing times are the most common reason reports are returned.
- Meals follow per diem rates (In-State/Out-of-State/Foreign).
- **No meal reimbursement for one-day travel.**

Meal Allowance

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

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

#2 Travel Q and A

What type of paid receipts should be attached to an expense report?

- Every expense needs a **paid receipt** or **proof of payment**.
- Prepaid or incomplete receipts can cause delays in reimbursement.
- Receipts must show **traveler name, dates, item details, and amount paid**. Further information may include:
  - **Lodging:** Receipt must include room rate and taxes
  - **Airfare:** Original paid airfare receipt, must include flights, class of service, ticket number
  - **Ground Transportation**
  - **Registration**
  - **Auto Rental Fuel:** number of gallons, price per gallon – not prepaid
  - **Tolls, Parking, Baggage**

#3 Travel Q and A

How do I reimburse expenses to a person other than the traveler?

Common Mistake: Incorrect documentation for reimbursing a person other than the traveler.

- ✓ Each employee must claim their travel expenses on their expense report.
- ✓ To reimburse **non-employees or students**, attach an approval to reimburse a person other than the traveler to the TRV.
- ✓ Best practice is to use a department travel card for expenses – airfare (economy) and registration – for these purchases.

#4 Travel Q and A

What are some key things to remember when creating an expense report for travel?

Employee travel is processed via a travel expense report.

Student and non-employee travel are processed via an eform TA and TRV.

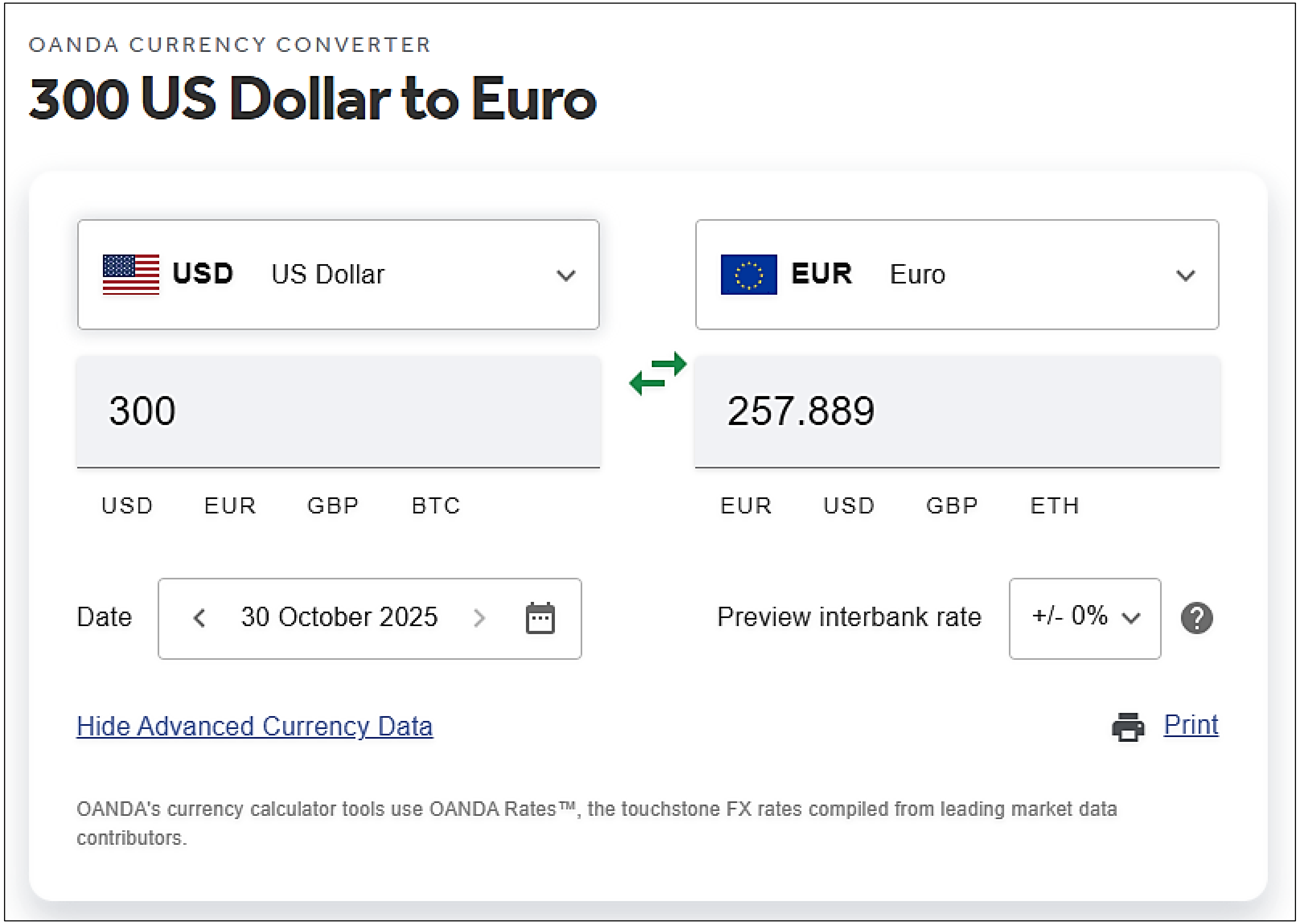
- ✓ If there is an approved Travel Authorization for Travel, please associate to the expense report to liquidate the encumbrance.
- ✓ Expense report must be submitted after the travel occurs.

#5 Travel Q and A

How do I handle expenses in foreign currency?

Common Mistake: Include foreign currency amounts in the expense report.

- ✓ Enter all expenses in **USD**.
- ✓ Use a **currency conversion** based on the **actual transaction date**.
- ✓ Include both the **local receipt** and **conversion proof** (credit card statement and calculator printout).



Using a Currency Converter

Conversions from sites like oanda.com must reflect the **transaction date's** rate.

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#6 Travel Q and A con’t

What actions can be taken on a Travel Authorization?

- **Create/Modify a TA:** Only a TA with a status of pending can be modified by changing dates, amounts, chart fields, adding new expense lines, and deleting expense lines.

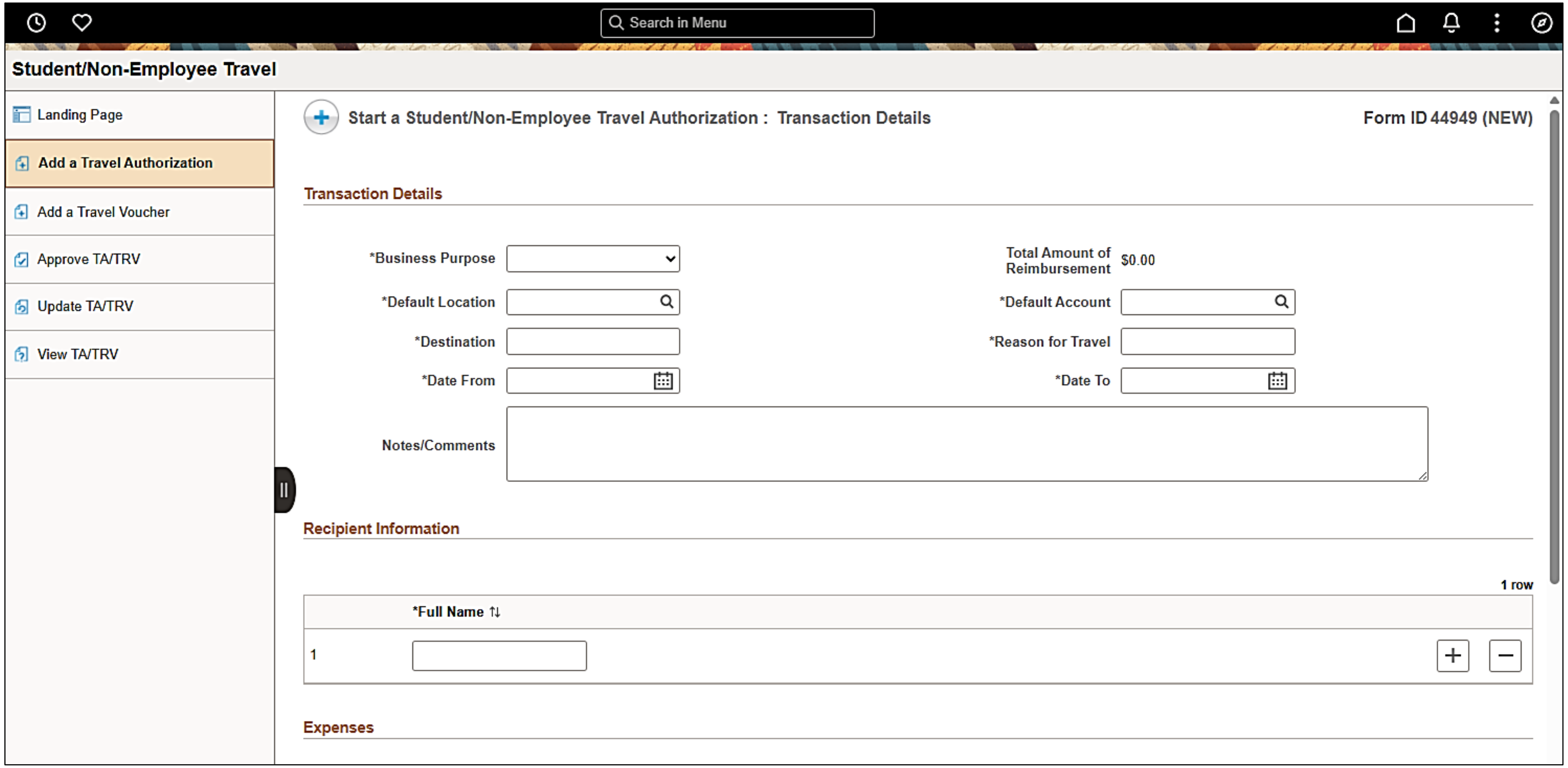
- **View a TA:** Used to review a TA no matter the status. No adjustments can be made in View except the ability to add an attachment.

- **Delete a TA:** Only a TA with a status of pending can be deleted. Once deleted, the TA is no longer in PeopleSoft Finance. A TA that is past the travel start date and not fully approved, should be deleted.

- **Cancel a TA:** Only a TA with a status of approved can be cancelled. Cancel will liquidate the encumbrance.

eForm TA and TRVs

Navigation in PeopleSoft Finance: **Main Menu > USC Finance eForms > Student/Non-Employee Travel**



Use the Travel Authorization and Travel Reimbursement Voucher eForm Job Aid for further detail on the process.

#7 Travel Q and A con’t

What actions can be taken on an Expense Report?

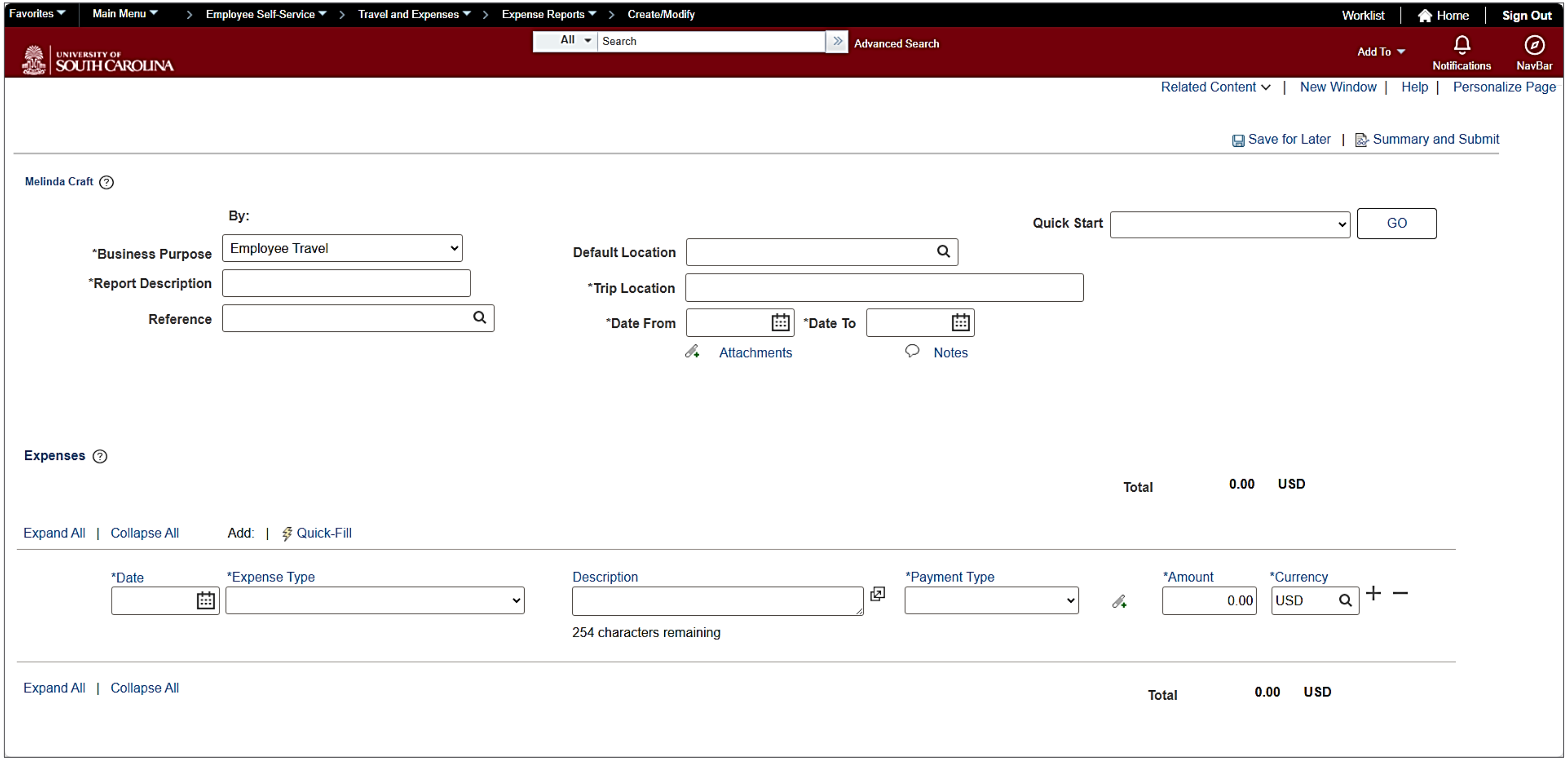
- **Create/Modify an Expense Report:** Only an Expense Report with a status of pending can be modified by changing dates, amounts, chart fields, add new expense lines, and deleting expense lines.

- **View an Expense Report:** Used to review an Expense Report no matter the status. No adjustments can be made in View except the ability to add an attachment.

- **Delete an Expense Report:** Only an Expense Report with a status of pending can be deleted. Once deleted, the Expense Report is no longer in PeopleSoft Finance.

Expense Reports

Use the navigation: **Main Menu > Employee Self Service > Travel and Expenses > Expense Reports > Create/ Modify**



#8 Travel Q and A

What does the status mean?

Please use the View pages to see the status of a Travel Authorization or Expense Report. The different status options are:

- **Pending:** Modify TA or Expense Report
- **Submitted for Approval:** Pending the approval of the traveler/employee.
- **Approvals in Process:** Pending approval at either Level 1, Level 2, or Travel.
- **Approved:** All approvals are complete. The funds are encumbered. The approved TA should be associated to the expense report after travel is complete.
- **Paid:** Expense Report is through approvals and the reimbursement is paid to the traveler.

#9 Travel Q and A

What queries can I use to review/track Travel Authorizations and Expense Reports in PeopleSoft Finance?

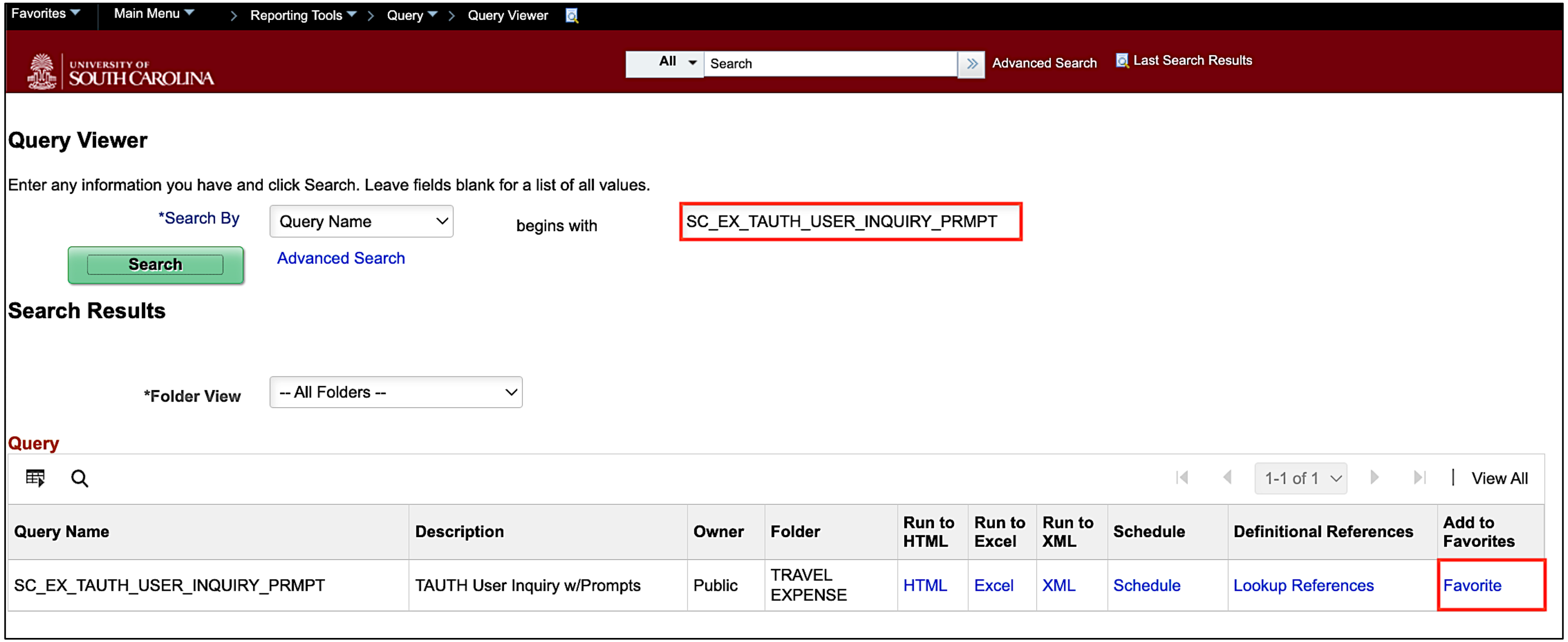
Common Mistake: Unsure of the status of outstanding Travel Authorizations and Expense Reports.

- Please use the query SC_EX_TAUTH_USER_INQUIRY_PRMPT to review/track Travel Authorizations.
- Use any of the available search criteria to return Travel Authorization information. We recommend searching by:
  - ✓ Accounting To and From date
  - ✓ Default Location – In State, Out of State, Foreign
  - ✓ TA Status

Peoplesoft Query Viewer: Using Favorites

Navigation in PeopleSoft Finance: **Main Menu > Reporting Tools > Query > Query Viewer**

Enter the query name in the Query Name field. Once you find a query you like, save it as a favorite! Saving it as favorite will make it easy to find and use in the future.



Travel Authorization Query: SC_EX_TAUTH_USER_INQUIRY_PRMPT

SC_EX_TAUTH_USER_INQUIRY_PRMPT - TAUTH User Inquiry w/Prompts

Travel Auth ID

EMPLOYEE ID

Date Created

Submitted By

From Date

To Date

Oper Unit

Dept

Fund

Account

Class

PC Bus Unit

Project

Activity

From Acctg Date 10/16/2023

To Acctg Date 11/30/2023

Travel Advance ID

Expense Report ID

Default Location INSTA

TA Status Pending

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (15 kb)

View All

Row	Travel Auth ID	Travel Auth Descr	Empl ID	Name	Traveler's Email ID	From	To	Expense Type	Location	Created On	Submitted By	Submitted By	Submitted By Email ID	Line	Dist Line	GL Unit	Oper Unit	Department	Fund	Account	Class	PC Bus Unit	Project	Activity	Tran Amt	GL Distrib Status	Acctg Date	Bu S

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Travel Authorization Query Results: SC_EX_TAUTH_USER_INQUIRY_PRMPT

Row	Travel Auth ID	Travel Auth Descr	Empl ID	Name	Traveler's Email ID	From	To	Expense Type	Location	Created On	Submitted By	Submitted By	Submitted By Email ID	Line	Dist Line	GL Unit	Oper Unit	Department	Fund	Account	Class	PC Bus Unit	Project	Activity	Tran Amt	GL Distrib Status	Acctg Date	Budget Status	Exp Rpt ID	Adv ID	Default Loc	TA Status
1	1000029580	Oct Speaking Engagements - SC		Donaldson,Bobby J.	DONALDBJ@mailbox.sc.edu	10/24/2023	10/25/2023	Mileage	INSTA	10/19/2023	ASHFORDB	Brianna Ashford-Carroll	ASHFORDB@mailbox.sc.edu	1	1	USC01	CL002	610100	A0001	52024	301				42.580	N	10/19/2023	V			INSTA	PND
2	1000029580	Oct Speaking Engagements - SC		Donaldson,Bobby J.	DONALDBJ@mailbox.sc.edu	10/24/2023	10/25/2023	Mileage	INSTA	10/19/2023	ASHFORDB	Brianna Ashford-Carroll	ASHFORDB@mailbox.sc.edu	2	1	USC01	CL002	610100	A0001	52024	301				52.400	N	10/19/2023	V			INSTA	PND
3	1000029580	Oct Speaking Engagements - SC		Donaldson,Bobby J.	DONALDBJ@mailbox.sc.edu	10/24/2023	10/25/2023	Mileage	INSTA	10/19/2023	ASHFORDB	Brianna Ashford-Carroll	ASHFORDB@mailbox.sc.edu	3	1	USC01	CL002	610100	A0001	52024	301				78.600	N	10/19/2023	V			INSTA	PND
4	1000029580	Oct Speaking Engagements - SC		Donaldson,Bobby J.	DONALDBJ@mailbox.sc.edu	10/24/2023	10/25/2023	Meal Expenses	INSTA	10/19/2023	ASHFORDB	Brianna Ashford-Carroll	ASHFORDB@mailbox.sc.edu	4	1	USC01	CL002	610100	A0001	52024	301				27.000	N	10/19/2023	V			INSTA	PND
5	1000029580	Oct Speaking Engagements - SC		Donaldson,Bobby J.	DONALDBJ@mailbox.sc.edu	10/24/2023	10/25/2023	Meal Expenses	INSTA	10/19/2023	ASHFORDB	Brianna Ashford-Carroll	ASHFORDB@mailbox.sc.edu	5	1	USC01	CL002	610100	A0001	52024	301				18.000	N	10/19/2023	V			INSTA	PND
6	1000029592	November miles		Fox,Lillie	LILLIEF@mailbox.sc.edu	11/01/2023	11/30/2023	Mileage	INSTA	10/20/2023				1	1	USC01	CL034	115016	G1000	52024	301	USCSP	10012658	1	589.500	N	10/20/2023	V			INSTA	PND
7	1000029617	SCACPA Conference for		Zhang,Min	minzhang@greenvillemed.sc.edu	11/15/2023	11/17/2023	Hotel and Lodging	INSTA	10/23/2023				1	1	USC01	MG000	167862	A0001	52024	602				450.000	N	10/23/2023	N			INSTA	PND
8	1000029617	SCACPA Conference for		Zhang,Min	minzhang@greenvillemed.sc.edu	11/15/2023	11/17/2023	Mileage	INSTA	10/23/2023				2	1	USC01	MG000	167862	A0001	52024	602				138.860	N	10/23/2023	N			INSTA	PND
9	1000029617	SCACPA Conference for		Zhang,Min	minzhang@greenvillemed.sc.edu	11/15/2023	11/17/2023	Meal Expenses	INSTA	10/23/2023				3	1	USC01	MG000	167862	A0001	52024	602				70.000	N	10/23/2023	N			INSTA	PND
10	1000029617	SCACPA Conference for		Zhang,Min	minzhang@greenvillemed.sc.edu	11/15/2023	11/17/2023	Miscellaneous Travel Expenses	INSTA	10/23/2023				4	1	USC01	MG000	167862	A0001	52024	602				50.000	N	10/23/2023	N			INSTA	PND
11	1000029620	October TA		Blanco,Carmen	BLANCOC@mailbox.sc.edu	10/25/2023	10/25/2023	Mileage	INSTA	10/23/2023	DJINDAL	Dakshu Jindal	DJINDAL@mailbox.sc.edu	1	1	USC01	CL034	115016	K1000	52024	301	USCSP	10011268	1	150.650	N	10/23/2023	V			INSTA	PND
12	1000029669	Travel to Govenor's school		Clark,Lauren L	CLARKLL@mailbox.sc.edu	10/26/2023	10/26/2023	Mileage	INSTA	10/25/2023	CAGLEW	Whitney Cagle	CAGLEW@mailbox.sc.edu	1	1	USC01	CL049	220000	E1100	52024	201				131.000	N	10/25/2023	V			INSTA	PND
13	1000029693	October office visits		Ambrosio,Kelssy	KELSSY@mailbox.sc.edu	10/30/2023	10/31/2023	Miscellaneous Travel Expenses	INSTA	10/26/2023	DJINDAL	Dakshu Jindal	DJINDAL@mailbox.sc.edu	1	1	USC01	CL034	115011	F1000	52024	301	USCSP	10012851	1	200.000	N	10/26/2023	V			INSTA	PND
14	1000029762	TV Interview WBTW		Derienzo,Christina Lynn	DERIENZO@mailbox.sc.edu	10/30/2023	10/30/2023	Mileage	INSTA	10/30/2023	DERIENZO	Christina Derienzo	DERIENZO@mailbox.sc.edu	1	1	USC01	CL032	111400	A0001	52024	301				209.600	N	10/30/2023	W			INSTA	PND

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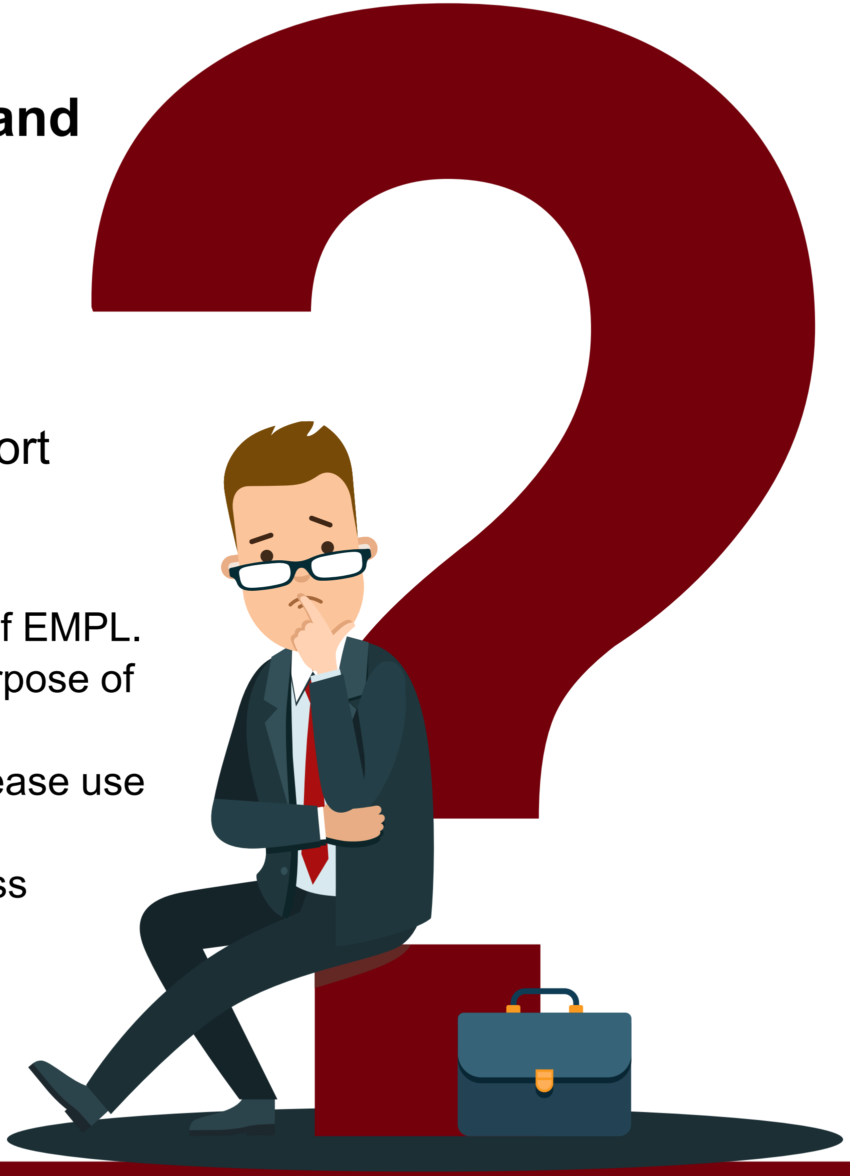
#9 Travel Q and A con’t

What queries can I use to review/track Travel Authorizations and Expense Reports in PeopleSoft Finance?

✓ Please use the query SC_EX_RPT_USER_INQUIRY_PMPTS to review/track Expense Reports.

- Use any of the available search criteria to return Expense report information. We recommend searching by:
  - ✓ Business Purpose:
    - If you want to review travel, please use the business purpose of EMPL.
    - If you want to review a travel card, please use the business purpose of TRAVC.
    - If you want to review employee reimbursement (non-travel), please use the business purpose of REIMB.
    - If you want to review procurement card, please use the business purpose, PCARD.
  - ✓ Accounting To and From date
  - ✓ Default Location – In State, Out of State, Foreign
  - ✓ Expense Report Status



Expense Report Query: SC_EX_RPT_USER_INQUIRY_PMPTS

SC_EX_RPT_USER_INQUIRY_PMPTS - Exp Rpts User Inquiry Prompts

Report ID
Employee ID
Submitted By OPRID
Oper Unit
Dept ID
Account
Fund Code
Class Code
PC Bus Unit
Project
Activity
Status
Travel Auth ID
From Acctg Date 10/16/2023
To Acctg Date 11/30/2023
Business Purpose EMPL
SetID USC01
Default Location OUTST

View Results

Row	Business Purpose	Expense Report	Report Description	Empl ID	EMPL Name	Traveler's Email ID	From Date	To Date	Trip Location	Location	Created On	Submitted By	Submitted By Name	Submitted By Email ID	Line Number	Dist Line	Expense Type	Merchant	Ticket Number	Distance	Line Description	Expense Line Amt	GL Unit	Oper Unit	Department	Fund Code	Account	Class Code	PC Bus Unit	Project	Activity	Report Status	Travel Auth ID	Advance ID	Advance Amt Applied	GL Distribution Status	Acctg Date	Budget Status

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Expense Report Query Results: SC_EX_RPT_USER_INQUIRY_PMPTS

Row	Business Purpose	Expense Report	Report Description	Empl ID	EMPL Name	Traveler's Email ID	From Date	To Date	Trip Location	Location	Created On	Submitted By	Submitted By Name	Submitted By Email ID	Line Number	Dist Line	Expense Type	Merchant	Ticket Number	Distance	Line Description	Expense Line Amt	GL Unit	Oper Unit	Department	Fund Code	Account	Class Code	PC Bus Unit	Project	Activity
1	EMPL	3000108656	Travel for Annual NALP Conf		Crane,Elizabeth Collins	ECCRANE@mailbox.sc.edu	04/04/2022	04/09/2022	New Orleans, LA	OUTST	04/15/2022	KFINCH	Kaitlyn Finch	KFINCH@mailbox.sc.edu	1	1	Air Travel Expenses		0012412029345	0.00	4/5-9/2022: American Airlines: From CLT to MSY	395.690	USC01	CL043	158062	A0001	52024	503			
2	EMPL	3000108656	Travel for Annual NALP Conf		Crane,Elizabeth Collins	ECCRANE@mailbox.sc.edu	04/04/2022	04/09/2022	New Orleans, LA	OUTST	04/15/2022	KFINCH	Kaitlyn Finch	KFINCH@mailbox.sc.edu	2	1	Ground Transportation			0.00	4/5/2022: Uber: From Airport to Hotel	41.950	USC01	CL043	158062	A0001	52024	503			
3	EMPL	3000108656	Travel for Annual NALP Conf		Crane,Elizabeth Collins	ECCRANE@mailbox.sc.edu	04/04/2022	04/09/2022	New Orleans, LA	OUTST	04/15/2022	KFINCH	Kaitlyn Finch	KFINCH@mailbox.sc.edu	3	1	Hotel and Lodging			0.00	4/5-9/2022: Sheraton New Orleans	1248.400	USC01	CL043	158062	A0001	52024	503			
4	EMPL	3000108656	Travel for Annual NALP Conf		Crane,Elizabeth Collins	ECCRANE@mailbox.sc.edu	04/04/2022	04/09/2022	New Orleans, LA	OUTST	04/15/2022	KFINCH	Kaitlyn Finch	KFINCH@mailbox.sc.edu	4	1	Mileage			196.00	Departed 4/5/2022 from Columbia, SC to CLT: Returned 4/9/2022 from CLT to Columbia, SC	114.660	USC01	CL043	158062	A0001	52024	503			
5	EMPL	3000108656	Travel for Annual NALP Conf		Crane,Elizabeth Collins	ECCRANE@mailbox.sc.edu	04/04/2022	04/09/2022	New Orleans, LA	OUTST	04/15/2022	KFINCH	Kaitlyn Finch	KFINCH@mailbox.sc.edu	5	1	Miscellaneous Travel Expenses			0.00	4/4/2022 & 4/8/2022: Checked Bags at Airports	60.000	USC01	CL043	158062	A0001	52024	503			
6	EMPL	3000108656	Travel for Annual NALP Conf		Crane,Elizabeth Collins	ECCRANE@mailbox.sc.edu	04/04/2022	04/09/2022	New Orleans, LA	OUTST	04/15/2022	KFINCH	Kaitlyn Finch	KFINCH@mailbox.sc.edu	6	1	Ground Transportation			0.00	4/9/2022: Lyft: From Hotel to Airport	38.910	USC01	CL043	158062	A0001	52024	503			
7	EMPL	3000108656	Travel for Annual NALP Conf		Crane,Elizabeth Collins	ECCRANE@mailbox.sc.edu	04/04/2022	04/09/2022	New Orleans, LA	OUTST	04/15/2022	KFINCH	Kaitlyn Finch	KFINCH@mailbox.sc.edu	7	1	Miscellaneous Travel Expenses			0.00	4/5-9/2022: CLT Airport Parking	48.000	USC01	CL043	158062	A0001	52024	503			
8	EMPL	3000108656	Travel for Annual NALP Conf		Crane,Elizabeth Collins	ECCRANE@mailbox.sc.edu	04/04/2022	04/09/2022	New Orleans, LA	OUTST	04/15/2022	KFINCH	Kaitlyn Finch	KFINCH@mailbox.sc.edu	8	1	Meal Expenses			0.00	Per Diem: Departed 4/5/2022 at 10:00 AM: Returned 4/9/2022 at 1:00 PM	198.000	USC01	CL043	158062	A0001	52024	503			
9	EMPL	3000108656	Travel for Annual NALP Conf		Crane,Elizabeth Collins	ECCRANE@mailbox.sc.edu	04/04/2022	04/09/2022	New Orleans, LA	OUTST	04/15/2022	KFINCH	Kaitlyn Finch	KFINCH@mailbox.sc.edu	9	1	Miscellaneous Travel Expenses			0.00	4/6/2022: Telephone/Internet for Sheraton New Orleans Hotel	42.520	USC01	CL043	158062	A0001	52024	503			
10	EMPL	3000113711	Human Anatomy Conference		Gonzalez,Jessica Terry	HOLLANJT@mailbox.sc.edu	05/24/2022	05/30/2022	Ft. Lauderdale, FL	OUTST	06/06/2022	JLH41	Jennifer Houston	JLH41@mailbox.sc.edu	1	1	Hotel and Lodging			0.00	Hotel for 3 nights	269.500	USC01	SM000	964400	A0001	52024	101			
11	EMPL	3000113711	Human Anatomy Conference		Gonzalez,Jessica Terry	HOLLANJT@mailbox.sc.edu	05/24/2022	05/30/2022	Ft. Lauderdale, FL	OUTST	06/06/2022	JLH41	Jennifer Houston	JLH41@mailbox.sc.edu	1	2	Hotel and Lodging			0.00	Hotel for 3 nights	269.510	USC01	SM000	966800	L1100	52024	202			
12	EMPL	3000113711	Human Anatomy Conference		Gonzalez,Jessica Terry	HOLLANJT@mailbox.sc.edu	05/24/2022	05/30/2022	Ft. Lauderdale, FL	OUTST	06/06/2022	JLH41	Jennifer Houston	JLH41@mailbox.sc.edu	2	1	Registration			0.00	Registration fee	150.000	USC01	SM000	964400	A0001	52024	101			
13	EMPL	3000113711	Human Anatomy Conference		Gonzalez,Jessica Terry	HOLLANJT@mailbox.sc.edu	05/24/2022	05/30/2022	Ft. Lauderdale, FL	OUTST	06/06/2022	JLH41	Jennifer Houston	JLH41@mailbox.sc.edu	2	2	Registration			0.00	Registration fee	150.000	USC01	SM000	966800	L1100	52024	202			
14	EMPL	3000113711	Human Anatomy Conference		Gonzalez,Jessica Terry	HOLLANJT@mailbox.sc.edu	05/24/2022	05/30/2022	Ft. Lauderdale, FL	OUTST	06/06/2022	JLH41	Jennifer Houston	JLH41@mailbox.sc.edu	3	1	Miscellaneous Travel Expenses			0.00	Parking (On Hotel Receipt)	41.200	USC01	SM000	964400	A0001	52024	101			

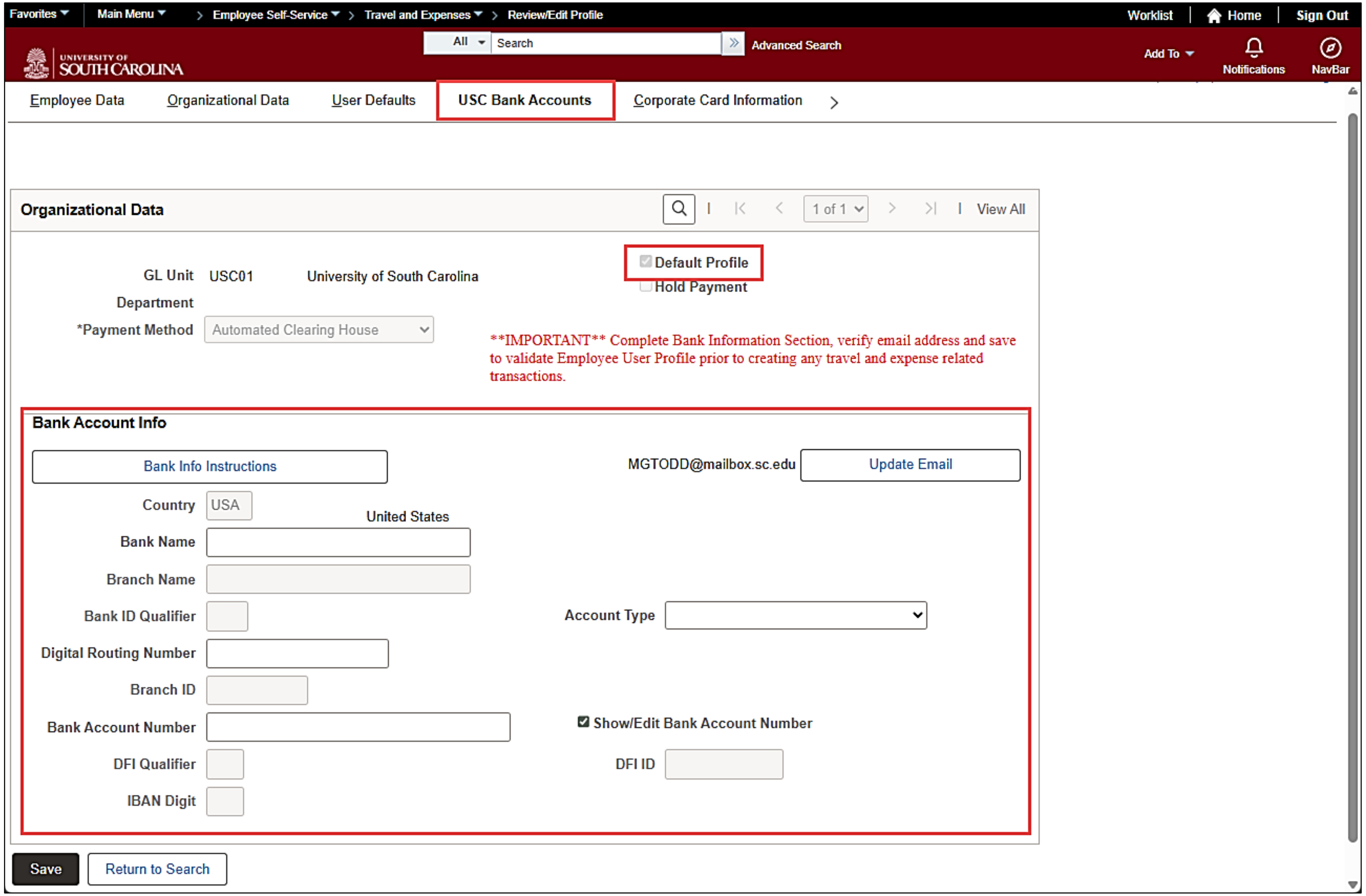
#10 Travel Q and A

Why can’t I find the employee that needs to be reimbursed for travel expenses in PeopleSoft Finance ?

Common Mistake: The employee has not entered banking information on the Review/Edit Profile page in PeopleSoft Finance.

- The employee is responsible for updating banking information in PeopleSoft. This will validate them in the Travel and Expense module and allow them or a Proxy to create an expense transaction on their behalf.
- Once saved, the employee is valid for expenses and transactions can be processed on their behalf.
- If the employee has entered their banking information and still can’t be located, please check to see if the default profile box is checked on their PeopleSoft Finance profile. If it’s not checked, please contact Travel, teoffice@mailbox.sc.edu, for assistance.

Updating Banking Information in PeopleSoft Finance



Navigation in PeopleSoft Finance: **Main Menu > Employee Self-Service > Travel and Expenses > Review/Edit Profile > USC Bank Accounts Tab**

- All Travel and Expense module payments are made via direct deposit.
- The default profile box must be checked on the employee's Profile page.

Questions

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Resources & Contacts

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

UNIVERSITY OF South Carolina

SEARCH SC.EDU

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.

Expand all

- Expense Module Correction Form
- 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

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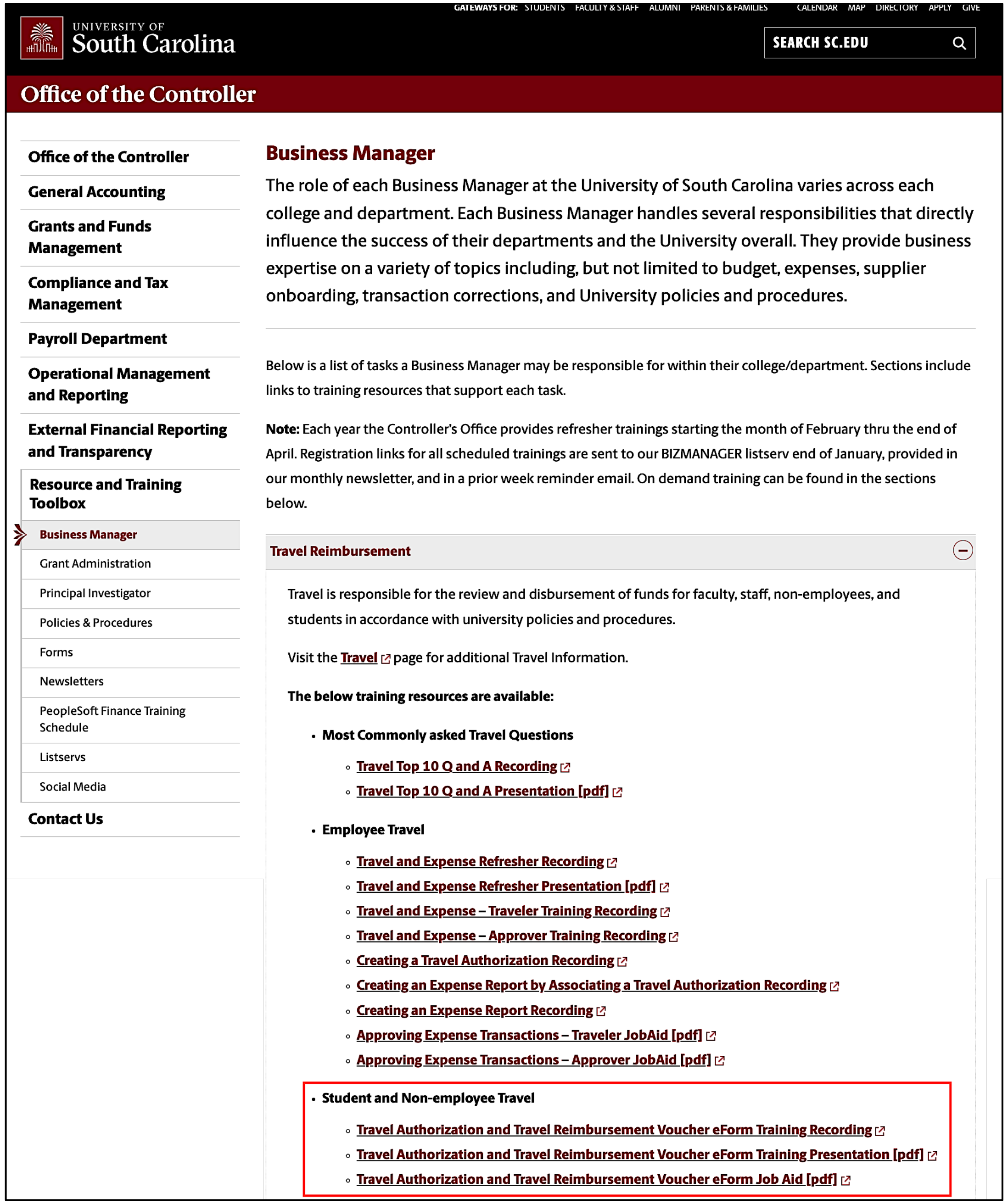
GATEWAYS FOR: STUDENTS FACULTY & STAFF ALUMNI PARENTS & FAMILIES CALENDAR MAP DIRECTORY APPLY GIVE

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Office of the Controller

- 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.

UNIVERSITY OF South Carolina

Travel Office Resources

Overall Resources

- Travel Policy
- Travel Procedures
- Meal Matrix One Page Reference
- Travel Checklist
- Travel Quick Reference Guide
- Insurance for Business Travel Abroad

Travel and Expense Reports

- Travel and Expense Quick Reference Guide
- Finding a Pending Expense Report for Travel
- Approving Expense Transactions – Traveler JobAid
- Approving Expense Transactions – Approver JobAid

Travel Card

- Travel Card Descriptions One Page Reference
- Travel Card Program Webinar Recording
- Travel Card Program Presentation
- Travel Card Job Aid
- Finding a Pending Travel Card Expense Report
- Creating Travel Card Expense Reports

TA/TRVs

- TA and TRV Voucher eForm Job Aid
- Find a Saved TRV Quick Reference
- Finding a Recycled TRV Quick Reference
- Create a TRV Quick Reference

UNIVERSITY OF South Carolina

Controller’s Office Contact List

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

Controller's Office Contact List

Capital Assets	Email Address
Physical Inventory	physinv@mailbox.sc.edu
Capital Leases	lease@sc.edu
Cash Management and Treasury	**Email Address**
General Treasury Email Address	treasury@mailbox.sc.edu
Program Expense Card	cards@mailbox.sc.edu
Team Card	teamcard@mailbox.sc.edu
Travel Card	travelcard@sc.edu
Compliance and Tax	**Email Address**
General Compliance Email Address	controllercompliance@sc.edu
General Tax Email Address	tax@mailbox.sc.edu
Research/Development Sales/Use Tax Exemptions	rdequip@mailbox.sc.edu
Time and Effort Reporting	timeandeffort@sc.edu

Controller's Office Contact List

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

UNIVERSITY OF South Carolina

THANK YOU!

Office of the Controller

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

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