UNIVERSITY OF
South Carolina

Controller's Office – Travel Team
Finding a Pending Expense Report for Travel

Begin by logging into PeopleSoft Finance: http://finance.ps.sc.edu

Navigation: Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify

To find an expense report that has been returned for changes and/or updates:

1. Click **Find an Existing Value.**
2. Search by the **Expense Report ID**.
3. Click **Search**.
4. Click on the **Expense Report**.
5. Review the expense report **Comments** and action needed.
    - Sent Back for Revision Comment – if applicable.
    - Notes – if applicable

Things that may need to be changed and/or updated before resubmitting:

- Verify **Documentation** attached to the expense report.
    - Meal Matrix Reference – Time of Departure/Return for per diem.
    - Travel Checklist – Attach paid receipts.
    - Review the chartfield in the accounting details is correct.
    - If there is an approved TA, please associate the approved TA with the expense report.
- Click **Save for Later**.
    - If a red warning bubble appears on the expense line or lines, click the **Warning Bubble** to view the warning.
    - Add a **Comment** and click **Okay**.
    - Add older transaction comment to each expense line with a warning.

To resubmit the expense report for approval:

6. Click **Save for Later** to save your expense report.
7. Click **Summary and Submit.**
8. Check the **Box** to certify expenses.
9. Click **Submit Expense Report**.
10. Click **Okay** in the Expense Report Submit Confirmation popup.
11. The expense report is in the workflow for approval.

Travel Resource Links
Travel
Travel Checklist
Meal Matrix One Page Reference
Travel Quick Reference Guide
International Meal Per Diem – US Department of State
International Meal Per Diem – Meals & Incidentals Cost Breakdown

Questions: teoffice@mailbox.sc.edu