UNIVERSITY OF South Carolina

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

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:
- **Attach** the statement and all paid receipts.
- Use the correct **Expense Type** for the transaction.
  - Air travel
  - Registration
  - Hotel and lodging
- Use the correct **Description** per type of traveler.
  - **Employee:** USCID: Name: TA (if applicable): Date: Location: Type of Travel
  - **Student:** TA, Student: USCID: Name: Dates: Location: Type of Travel
  - **Non-employee:** TA: Non-Employee: Name, Dates: Location: Type of Travel
- Use correct **Account** as per the type of traveler.
  - Employee: 55120
  - Student: 55110
  - Non-employee: varies depending on type of travel
- Use correct **Location** on the expense line.
  - In State
  - Out of State
  - Foreign
- 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 Card Resource Links

Travel Card Training Recording

Travel Card Descriptions

Travel Card Job Aid

Questions: travelcard@sc.edu