**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.

**The below resources can be found on our Travel webpage in the Resource section:**

- Meal Matrix Reference
- Travel Checklist

**Additional Information is provided below:**

- International Meal Per Diem – US Department of State
- International Meal Per Diem – Meals & Incidentals Cost Breakdown

Questions: teoffice@mailbox.sc.edu