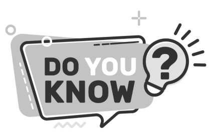
UNIVERSITY OF
South Carolina

Office of the Controller

August 2026 Newsletter

Committed to ensuring efficient and effective stewardship of the University's financial resources by streamlining processes, providing reporting and analysis tools, and delivering training and excellent customer service to students, faculty and staff.



The Travel Team reviews and approves **12,367 TAs**, **7,556 TRVs,** and **12,905 Expense Reports** annually.

Travel Resources/Updates

- **Lodging Rate Change**: The adjusted rate for FY27 is **$456.58 per day**. Please use this new rate when preparing Travel Authorizations and Expense Reports for travel that occurs on or after July 1, 2026.
- **Mileage Rate Change**: Mileage reimbursement rate effective for travel on or after July 1, 2026 will be **76 cents per mile.** Please use this new rate when preparing Travel Authorizations and Expense Reports for travel that occur on or after July 1, 2026.
- **Travel Checklist:** Before submitting your travel expense report, please review this checklist to ensure that the report is both complete and accurate.
- **Travel Quick Reference Guide**: This guide provides details on how to locate, cancel, and remove a Travel Authorization (TA), as well as how to find, view, and edit an Expense Report.
- **Travel Meal Matrix**: Refer to this matrix to find out how meal reimbursements will be calculated according to your departure and return times, up to the maximum allowance.

Travel Card Reminders

1. **Billing Cycle:** Runs from the 26th of each month through the 25th of the following month.
2. **Expense Report Submission:**
    - All travel card transactions posted to the statement must be assigned to a travel card expense report.
    - Attach the statement and all paid receipts to the expense report.
    - Submit the report for approval.
3. **Description Requirements:**
    - **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
3. **Account Usage:** Use the correct expense account based on the type of traveler.
4. **Approval Timeline:** Travel card expense reports must be fully approved within 30 days of the billing cycle end date.
5. **Expense Posting:** Travel card expenses post to your account when the travel card expense report status is in a paid status.

You can refer to this Travel Card Job Aid to understand the process of reviewing and editing expense types in My Wallet, and to create an expense report using the My Wallet function.

Student and Non-Employee (TA/TRV) eForm Reminders

1. **TRV Address Verification:** Be sure to verify the address, city, zip code, and apartment number (if applicable) are correct. Include the apartment number, if applicable, to prevent the check from being returned.
2. **Review TA/TRV:**
    - **Find a Recycled or Saved TA/TRV:** Navigate to Main Menu > USC Finance eForms > Student/Non-Employee Travel > Update TA/TRV and locate the specific TA/TRV by its Form ID.
    - **View TA/TRV:** Navigate to Main Menu > USC Finance eForms > Student/Non-Employee Travel > View TA/TRV.
2. **Search Functions:**
    - **Search by Form ID:** Use this option to locate a specific TA/TRV.
    - **Search by Form Type:** Select **TRA** (Travel Authorization) or **TRV** (Travel Reimbursement).
    - **Search by Original Operator:** Enter the USERID of the creator of the TA/TRV.
    - **Save Search Function:** Save your commonly used search criteria for faster searches.

Outstanding Travel Authorizations and Expense Reports Review

It is very important to review the Travel and Expense module for any outstanding Travel Authorizations and Expense Reports. To do this, use the following queries in PeopleSoft Finance:

- **Travel Authorizations: SC_EX_TAUTH_USER_INQUIRY_PRMPT**
  Enter the following query criteria: accounting to and from date, default location can be changed to In State, Out of State, or Foreign, and, if needed a TA Status can be selected.
- **Expense Reports: SC_EX_RPT_USER_INQUIRY_PMPT**
  Enter the following query criteria: business purpose, default location can be changed to In State, Out of State, or Foreign, and, if needed a Expense Report Status can be selected.

If you have questions regarding the above information, please reach out to our Travel Team at TEOFFICE@mailbox.sc.edu.

- Jade Norris-Young – Travel Manager
- Shoua Thao – Travel Accounting Specialist
- Danielle Wooten – Travel Accounting Specialist

As part of our efforts to improve documentation and ensure consistency in financial transactions, the Controller's Office has developed a new Transfer Journal Entry (JE) Justification Form. This form is intended to provide supporting documentation for transfer journal entries used to move funding between departments and/or operating units. These transfers use account 81000 for the department or operating unit receiving the funds and account 86000 for the department or operating unit providing the funds.

What is changing?

Effective immediately, departments should attach the new Transfer Journal Entry (JE) Justification Form when submitting transfer journal entries that move funding between departments or operating units. This form is in addition to the JE support documentation already required and does not replace any existing documentation requirements.
The form includes:

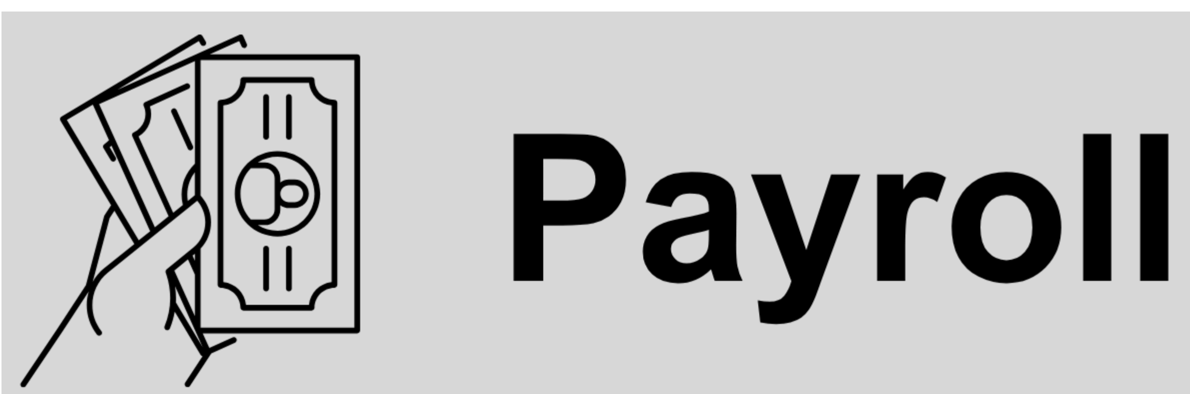
- A definition of a transfer journal entry and when it should be used.
- Two examples illustrating appropriate transfer scenarios.
- A section to explain why the transfer is needed.
- A section to explain how the transfer amount was determined.
- Fields to document both the current distribution and new distribution of funding.
- Signature lines for the Requestor and the Operating Unit Dean/Business Manager.

Why is this form being implemented?

The new form provides standardized documentation to support transfer journal entries and helps ensure the transaction and funding rationale are appropriate and in conformity with University policy before processing.

Where can I find the form?

The Transfer Journal Entry (JE) Justification Form is available on the Controller's Office website and should be used for all transfer journal entries moving forward.
If you have any questions regarding the form or transfer journal entries, please contact the Controller's Office at controller@sc.edu.



Direct Deposit in PeopleSoft HCM

All USC employees are **required** to set up direct deposit for payroll. New hires, including students, are prompted to set up direct deposit as a part of the onboarding process. They simply complete that step in the activity guide! You have the option to direct deposit your earnings into up to five accounts. To initiate this process, just click on the Payroll tile in Employee Self Service and select the Direct Deposit tile. The **Direct Deposit Quick Reference** guide is available to help new employees input their direct deposit information, and it's also a useful resource for current employees needing to make changes due to bank switches, account number updates, or fraud concerns.

If you have questions, please reach out to **payroll@mailbox.sc.edu**.

Training Opportunities

The following training will be offered this month**.** To register, click a link below. On the registration page, provide your first and last name, as well as your email. Once registration is complete, you will receive a confirmation email and the session will be added to your calendar.

- Time and Effort Reporting Updates and Refresher Training – August 12th from 10 to 11 AM
- UBIT Tax Training Webinar – August 13th from 2 to 3 PM

If you have any questions about the training opportunities listed above, please reach out to pstrain@mailbox.sc.edu.

Important Dates

August 10th by 5pm: Deadline to submit July Sales/Use/Admissions Tax Returns
August 14th by 5pm: Deadline to submit July F&A Adjustment Journal Entries
August 25th by 5pm: Team Card, Travel Card, and Program Card July billing cycle deadline
August 31st by 12pm: August Expense Module Correction eForms (APEX) completed and approved in PeopleSoft
August 31st by 12pm: August AP JV eForms completed and approved in PeopleSoft
September 1st by 5pm: August Journal Entries completed and approved in PeopleSoft
September 3rd by 10am: Tentative close of GL for August
Please reach out to our General Accounting Team, genacctg@mailbox.sc.edu, if you have any questions.

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