

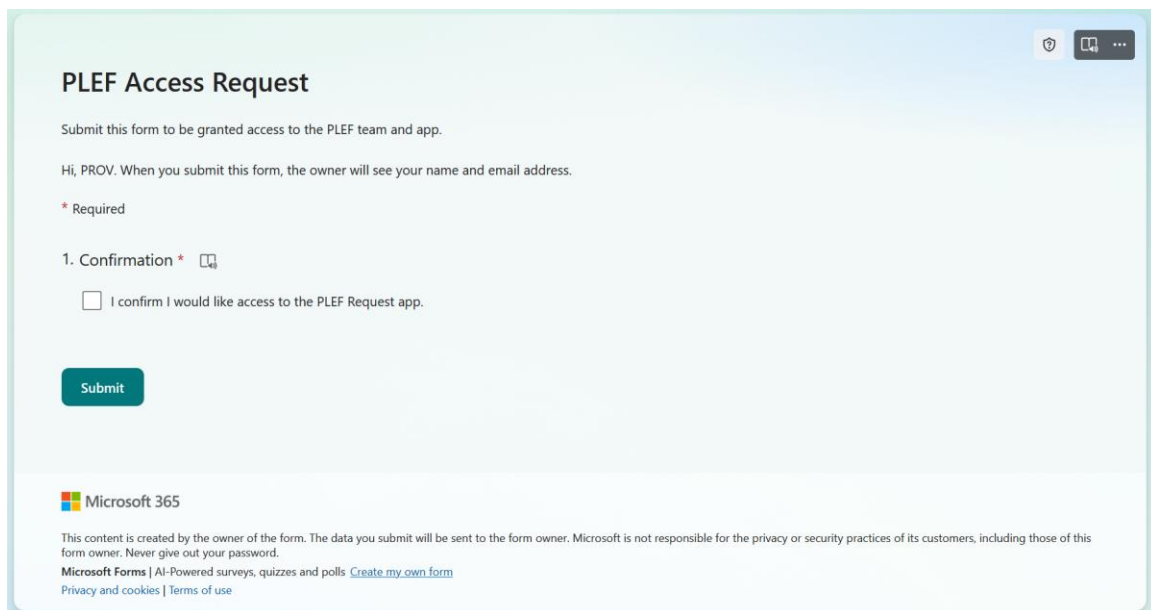
PLEFs System Tutorial

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How to Access the App and Team

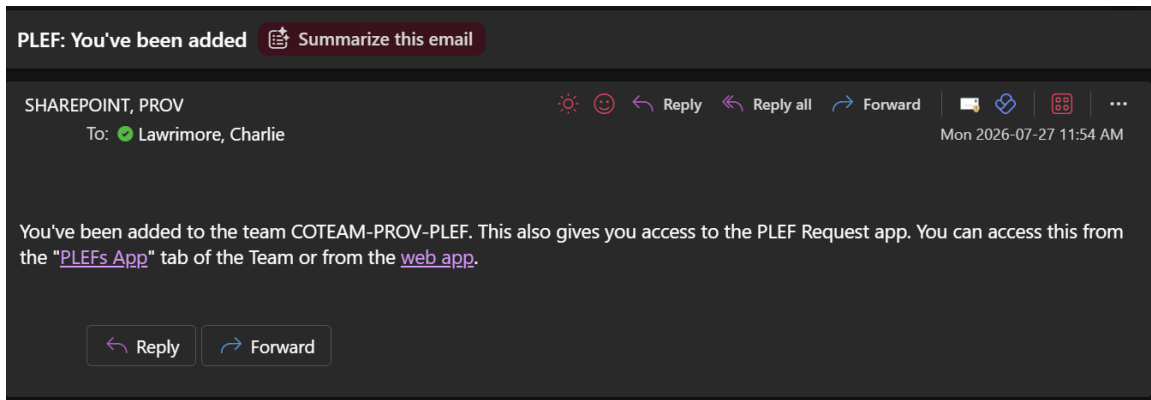
1. Navigate to the [access request form](#). Make sure you are signed in with your USC email account—the same account you will use to access the app.
2. Select the confirmation checkbox, and then click **Submit**.



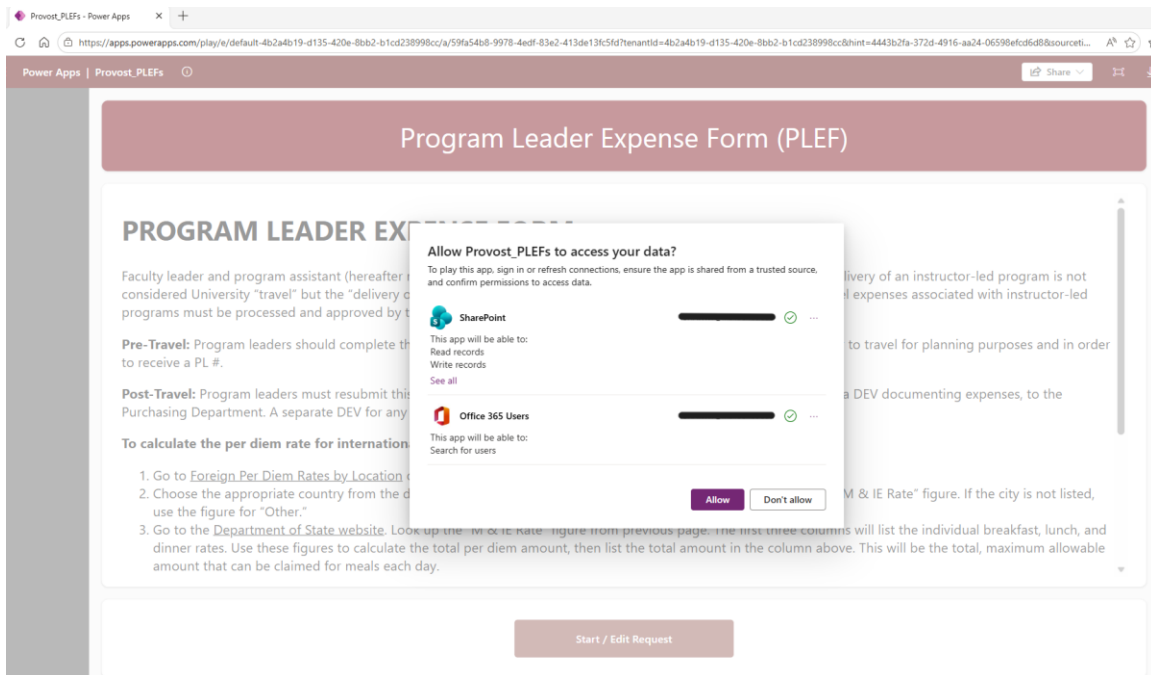
The screenshot shows a web form titled "PLEF Access Request". At the top right, there are icons for a shield, a document, and a menu. The main heading is "PLEF Access Request". Below it, a subheading says "Submit this form to be granted access to the PLEF team and app." followed by a message: "Hi, PROV. When you submit this form, the owner will see your name and email address." A red asterisk indicates a required field. The first question is "1. Confirmation *". Below it is a checkbox with the text "I confirm I would like access to the PLEF Request app." and a "Submit" button. At the bottom, there is a Microsoft 365 logo and a disclaimer: "This content is created by the owner of the form. The data you submit will be sent to the form owner. Microsoft is not responsible for the privacy or security practices of its customers, including those of this form owner. Never give out your password." Below the disclaimer are links for "Microsoft Forms | AI-Powered surveys, quizzes and polls", "Create my own form", "Privacy and cookies", and "Terms of use".

3. You will receive an email from PROVSPADMIN@mailbox.sc.edu confirming that you have been added to **COTEAM-PROV-PLEF**. This gives you access to the PLEF app through either the Microsoft Teams Team or the web app. You may use whichever option you prefer.

Click either link in the email to open the app.



4. When you open the app for the first time, you may be asked to allow **Provost_PLEFs** to access your data. Click **Allow**. This permission is required to use the app.



How to Use the App

1. Read the information on the home screen, and then click **Start / Edit Request**.
2. On the left side of the next screen, shown inside the red box in the screenshot, you can view PLEF requests that:
 - a. are still in draft form and have not yet been submitted;
 - b. have been returned to you for changes; or
 - c. have been approved by the Provost's Office and can no longer be edited.

Select a request to display its information in the form on the right side of the screen.

On the right side of the screen, shown inside the blue box, you can:

- create a new request;
- edit a draft or returned request; or
- view an approved request.

Start a new PLEF request, or edit an existing one

Requests All

- CL Charlie Lawrimore - 2026-07-24
Charlie Lawrimore
Returned
- a- adsf - 2026-07-24
adsf
Returned
- CL Charlie Lawrimore - 2026-06-24
Charlie Lawrimore
Provost Approved

1 - 3 of 3 |< < Page 1 > >

+ New Edit Delete

* Name

* USC ID

* Supervisor
Search by email or 'LastName, FirstName'; you must enter at least 3 characters to search

* Request Date
Select a date...

* College or School

* Academic Department Code (e.g. FREN)

* Program Course Designator (e.g. 350)

Cancel Save & Add Expenses

Note: Scroll down on this screen to view the PDF files associated with returned or approved requests.

- For a returned request, only the unsigned version will be available.
- For an approved request, both the unsigned and final signed versions will be available.

Start a new PLEF request, or edit an existing one

Requests All

- CL Charlie Lawrimore - 2026-07-24
Charlie Lawrimore
Returned
- a- adsf - 2026-07-24
adsf
Returned
- CL Charlie Lawrimore - 2026-06-24
Charlie Lawrimore
Provost Approved

1 - 3 of 3 (Selected: 1) |< < Page 1 > >

+ New

Paris, France

Chartstring ([Operating Unit] [Dept] [Fund] [Class])
slfdkj slcdkfkj sdfkfkj sdfkfkj

Attachments

- Charlie Lawrimore-2026-06-24-17-17-20-FINAL.pdf
- Charlie Lawrimore-2026-06-24-17-17-20-UNSIGNED.pdf

Cancel

Complete the required information. When you are ready to continue, click **Save and Add Expenses**.

On the **Expenses** screen, enter your daily expenses. Be sure to enter a date for each expense.

The grand total is calculated automatically at the bottom of the screen. A daily total also appears on the far right side of the screen; you will need to scroll horizontally to view it.

To add another row, click **Add Expense** at the bottom of the screen. To delete a row, scroll to the right and click the trash-can icon for that row.

When you have finished entering your expenses, click **Save All Expenses**, and then click **Submit PLEF for Approval**. This begins the approval process.

Enter your expenses

Expense Date	From	Depart Time	To	Arrival Time	Airfare	Automobile		Breakfast
						Miles	Rate	Amount
Expense Date	From	Depart TI...	To	Arrival Time				0.00

Back

Add Expense

Save All Expenses

✓ All changes saved

Grand Total: \$0.00

Submit PLEF for Approval

The final confirmation screen displays your request ID. **This is not your PL number.** The request ID is provided only for reference and should be included if you contact the Provost's Office about an issue with your request.

Submitted!

Your PLEF request has been submitted. Please monitor your email to track its status.

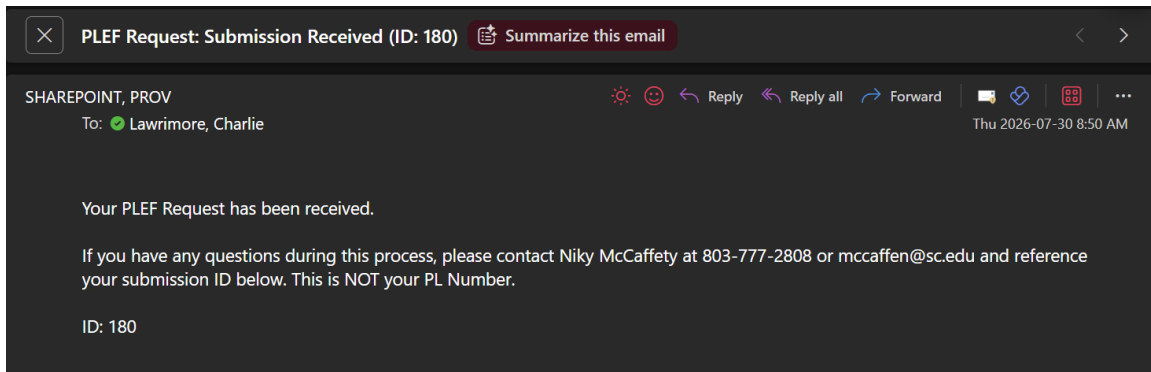
You can close this window.

If you have any questions during this process, please contact the Niky McCaffety at 803-777-2808 or mccaffety@sc.edu and reference your submission ID below. This is NOT your PL Number.

ID: 180

Home

You will also receive a confirmation email containing your request ID.



Your PL number will be assigned after the request has been approved by your supervisor, finance manager, and the Provost's Office.

The Approval Process

1. Supervisor Approval

When completing your PLEF request, you selected your supervisor. Your supervisor is the first person who must approve the request.

After you submit the request, your supervisor will receive a Microsoft approval request through both a Teams notification and an email. The approval request includes an unsigned PDF copy of your PLEF request.

To approve the request, your supervisor must select **Approve** and enter their **title and phone number** in the comments box.

Note: The location and timing of the comments box differ depending on how the approval is opened:

- In the Teams notification, the comments box appears before the supervisor selects **Approve**.
- In the email, the supervisor must select **Approve** before the comments box appears.

If your supervisor does not approve the request, they should select **Reject** and enter comments explaining the required changes.

You will then receive an email notification. Return to the app, open the returned request, make the necessary changes, and resubmit it for approval.

×

PLEF Request: Supervisor Approval (Submission ID: 180)

Summarize this email

Microsoft Power Automate

☀️ 😊 ↩️ Reply ↩️ Reply all ➡️ Forward

⋮

To: Lawrimore, Charlie

Thu 2026-07-30 8:54 AM

Charlie Lawrimore-2026-07-3...
345 KB

Approvals | Power Automate

PLEF Request: Supervisor Approval (Submission ID: 180)

Requested by SHAREPOINT, PROV <PROVSPADMIN@mailbox.sc.edu>

Date Created Thursday, July 30, 2026 8:50 AM

Dear Supervisor,

Please review the attached PLEF Request and indicate your approval.

IMPORTANT: Please type your Title and Phone Number in the Comments box below. You may have to click Approve in order for the Comments box to appear.

If you do not approve, please click Reject and enter your comments. These comments will be sent to the requestor, and they will have an opportunity to edit their PLEF request.

If you have any questions during this process, please contact the Office of the Provost at 803-777-2808 and reference the submission ID below. This is NOT the PL Number.

ID: 180

Thank you,
Office of the Provost

Approve ▾

Reject ▾

This message was sent by SHAREPOINT, PROV from default-4b2a4b19-d135-420e-8bb2-b1cd238998cc - default-4b2a4b19-d135-420e-8bb2-b1cd238998cc environment using a flow in Microsoft Copilot Studio or Power Automate. Do not reply directly to this address.

↩️ Reply

➡️ Forward

Last updated: 8/3/2026

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Approvals
Approval request details

Requested

PLEF Request: Supervisor Approval (Submission ID: 180)

Dear Supervisor,

Please review the attached PLEF Request and indicate your approval.

IMPORTANT: Please type your Title and Phone Number in the Comments box below. You may have to click Approve in order for the Comments box to appear.

If you do not approve, please click Reject and enter your comments. These comments will be sent to the requestor, and they will have an opportunity to edit their PLEF request.

If you have any questions during this process, please contact the Office of the Provost at 803-777-2808 and reference the submission ID below. This is NOT the PL Number.

Comments

Add your comments here

Reassign Reject Approve

2. Finance Manager Approval

After the supervisor approves the request, it is sent to the finance manager.

The finance manager will receive a similar Microsoft approval request through both Teams and email. They may select **Approve** or **Reject**.

Comments are not required when approving the request. If the finance manager rejects and returns the request, they should enter comments explaining the required changes.

3. Provost's Office Approval

After both the supervisor and finance manager have approved the request, it is sent to the Provost's Office for final approval.

Once the request is approved, you will receive an email containing:

- the final signed PLEF request; and
- the assigned PL number.

