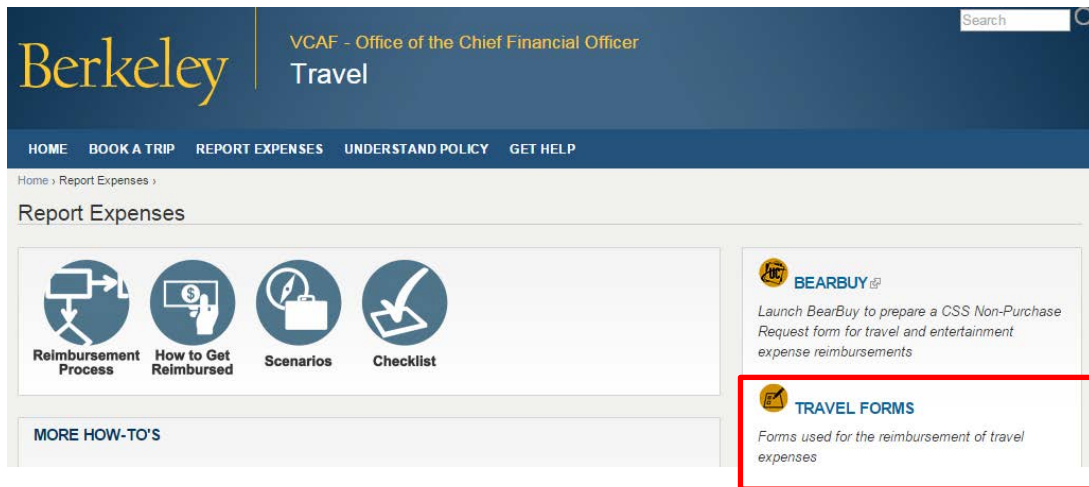
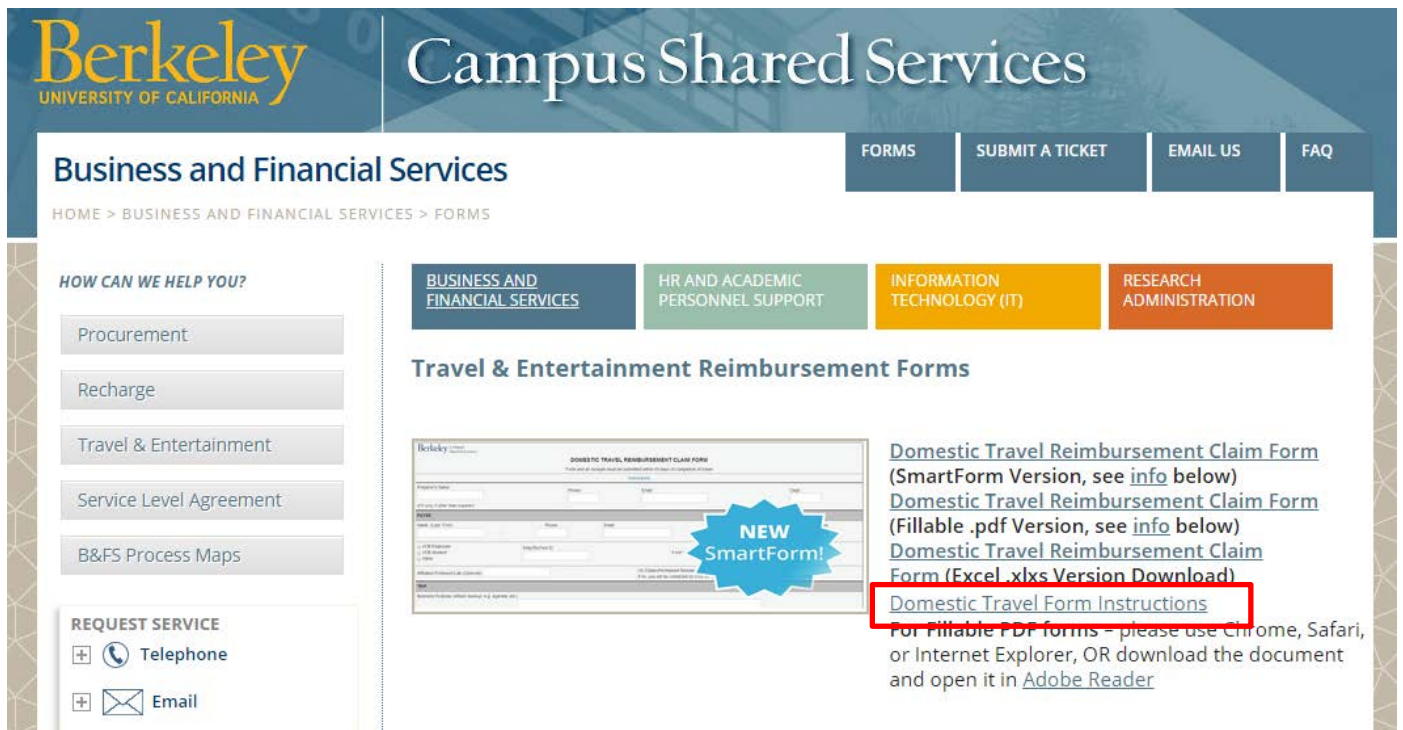


To request a personal Travel or Entertainment reimbursement

1. From the Travel website, in the [Report Expenses](#) section
 - a. Select [Travel Forms](#) from the right hand sidebar

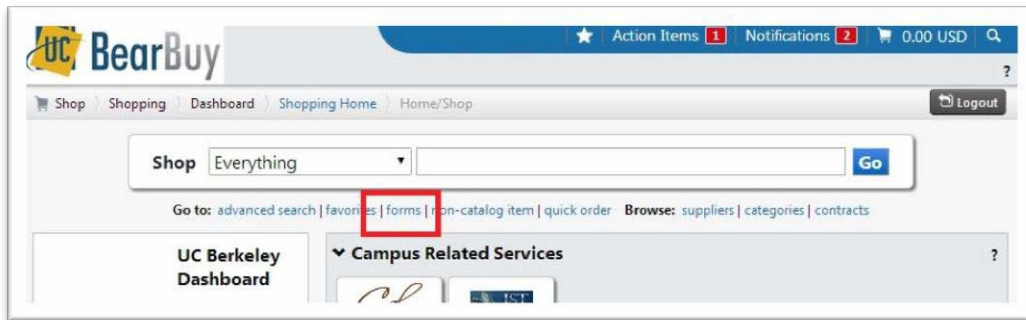


2. Once on the CSS Travel & Entertainment Reimbursement Forms page, complete the appropriate form
 - b. There are detailed form instructions available

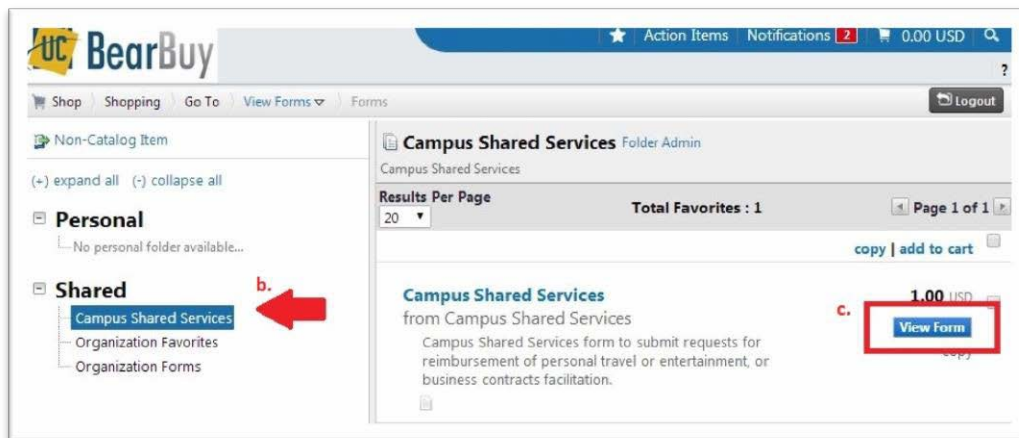


To request a personal Travel or Entertainment reimbursement

3. [Get your required signatures](#) on the form
4. Gather your [documentation and receipts](#)
5. Scan the form, your receipts, and supporting documents (itinerary, etc.) as a PDF file
6. Log in to **BearBuy**
 - a. If you are a guest and/or don't have a CalNet ID, contact [CSS](#) or [your Department contact](#)
7. Click on the **forms** link



8. Choose the **Campus Shared Services** link
9. Click on **View Form**



To request a personal Travel or Entertainment reimbursement

10. Populate traveler or host name and contact fields, also indicate an activity type from the drop down menu.

CSS Non-Purchase Request

Supplier: Campus Shared Services
Fulfillment Address: 001, BFS ID: 0000822080, 1608 4th Street, Berkeley, CA 94704 US
Supplier Phone: +1 (510) 664-9000

Traveler or Host Name:
Traveler or Host: Contact Email and Phone:

For Business Contracts or Inquiries:
Department Contact Name:
Email and Phone:

Please indicate activity type: Travel Reimbursement

11. Enter an item description, such as "Travel to Seattle for XYZ conference March 3-6, 20XX." Leave the estimated amount as "1"

Expense Information

Expense Information:
254 characters remaining expand | clear

Quantity: 1
Estimated Amount: 1.00

Expense Information Total: 1.00

12. Attach the PDF packet from Step 5 by clicking **add attachment** under the "Internal Attachments" header

Attachments

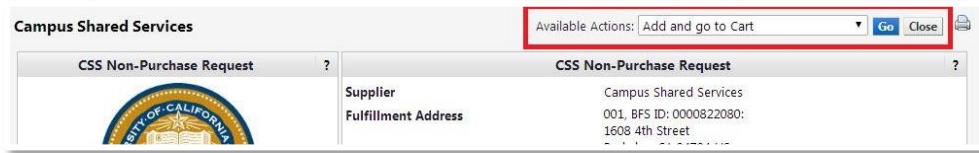
Privacy Warning: Do not upload any document in BearBuy, or any other website application, unless the notice triggering data and the home & family data is blacked out and **completely unreadable**. The best approach is to remove this data from the document before uploading it. [Data Privacy]

Internal Attachments
Internal Attachments [Privacy Warning]
add attachment...

Total 1.00


To request a personal Travel or Entertainment reimbursement

13. Click **Go** button next to “Add and go to Cart”

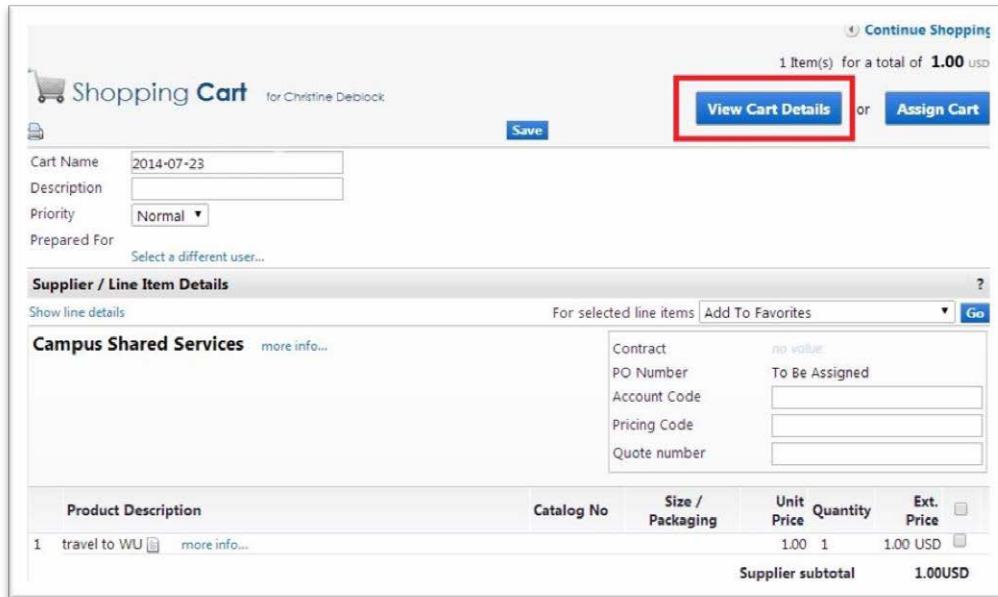


Campus Shared Services

Available Actions: Add and go to Cart **Go** Close

CSS Non-Purchase Request	CSS Non-Purchase Request
	Supplier: Campus Shared Services Fulfillment Address: 001, BFS ID: 0000822080; 1608 4th Street

14. Click **View Cart Details** button



Continue Shopping

1 Item(s) for a total of 1.00 USD

Shopping Cart for Christine Deblock

View Cart Details or Assign Cart

Save

Cart Name: 2014-07-23
Description:
Priority: Normal
Prepared For: Select a different user...

Supplier / Line Item Details

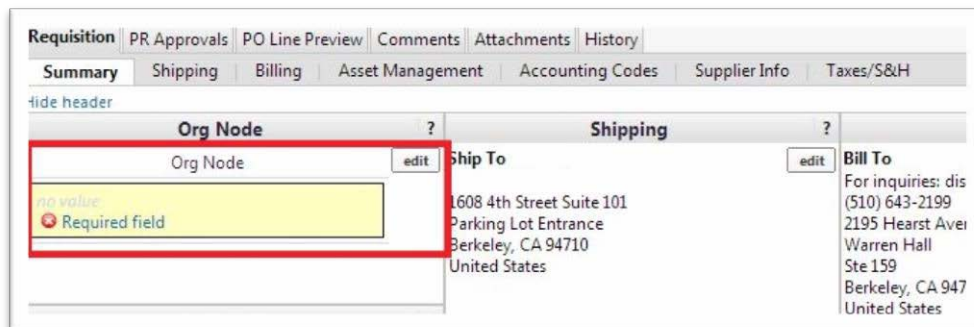
Show line details For selected line items Add To Favorites Go

Campus Shared Services more info...

Contract	no value
PO Number	To Be Assigned
Account Code	<input type="text"/>
Pricing Code	<input type="text"/>
Quote number	<input type="text"/>

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 travel to WU			1.00	1	1.00 USD
Supplier subtotal					1.00USD

15. Enter your **Org Node** if it is not already present by clicking on the **edit** button



Requisition | PR Approvals | PO Line Preview | Comments | Attachments | History

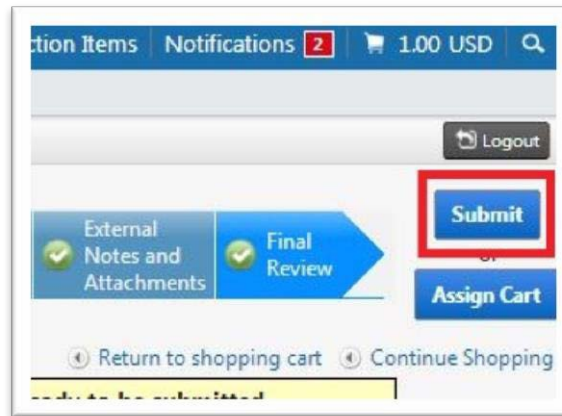
Summary | Shipping | Billing | Asset Management | Accounting Codes | Supplier Info | Taxes/S&H

hide header

Org Node	Shipping	Bill To
Org Node <input type="text"/> edit	Ship To <input type="text"/> edit	Bill To <input type="text"/> edit
no value Required field	1608 4th Street Suite 101 Parking Lot Entrance Berkeley, CA 94710 United States	For inquiries: dis (510) 643-2199 2195 Hearst Ave Warren Hall Ste 159 Berkeley, CA 947 United States

To request a personal Travel or Entertainment reimbursement

16. Select the **Submit** option using the button at the top right of the screen



****Please submit only ONE travel or entertainment reimbursement request per cart.**