How to submit your travel reimbursement request directly in the T&E system

1. Log into the reimbursement system
   - Go to https://reimburse.berkeley.edu
   - Choose “Go” at the top of the page
   - Log into the system with your CalNet ID and passphrase

2. Choose “Create New”
   - A “General Instructions” page will pop up - this is useful if you would like details on what to do before you begin to fill out the report or more information and tips on completing the report
   - When ready, choose “Let’s Begin” at the bottom of the page
3. Enter your traveler information

- Your name, vendor ID, and email will be automatically populated
- Choose your Home Department from the drop down list
- Choose your Preferred Approver

Traveler Info

Payee Information
- Vendor ID: E012345678
- Date: 12/12/2016
- Traveler Name: Last, First
- Traveler Email Address: email@berkeley.edu
- Payment Method: Electronic Funds Transfer

Additional Information Required for Traveler
- Traveler is UCB employee or UC student: Yes
- Department Info
  - Home Department: FSDSB
  - Preferred Approver: Last, First

Traveler’s info is pre-populated

Traveler will select preferred approver
All approvers for this org node will still have access to approve
Selected preferred approver will receive a notification e-mail when the report is submitted
4. **Enter your trip details**

- A TRV number will be automatically generated for your report
- Enter a brief business purpose for the trip
- Enter your trip length, departure, and return information

**Trip Info**

- Travelers enter information about the business reason for the trip
- Enter information on the length of your trip, your destination, and your departure and return dates
  - Travelers can choose to enter information for domestic or international trips
5. Enter your location expenses

- Enter your transportation information by selecting from a list of commonly used “Transportation Types” and entering your flight, vehicle, and/or ground transportation information
- Indicate if your airfare was Direct Bill
- Enter any miscellaneous expenses
- Please note that receipts are required for airfare, rental cars, and lodging, as well as any expense over $75
6. Indicate any special circumstances

- Indicate if you have no special circumstances
- Indicate if you need to report special circumstances related to meal expenses for others or lodging
- Indicate if you need to report special circumstances related to mixed business and personal days, transportation, airfare, group travel, or expenses paid by a third party
- If you’re indicating special circumstances, write a brief explanation in the box provided

Special Circumstances

Check either or both of the special circumstances boxes to indicate you will be reporting items from the list below the box.

If the first special circumstances box is checked, it will enable a box on the next page to enter entertainment or group meal expenses.
7. Detail your daily expenses

- Enter your daily expenses, the system will automatically calculate the totals
- If you’ve indicated that you have special circumstances, you’ll be able to fill out your expenses for your special circumstances
- If you selected per diem, it will show a breakdown of the daily rate, the number of days in the trip, and then the total amount, including when there are partial days

Daily Expenses

Enter daily expenses on this page, including lodging, meals, and incidentals by day. The system will automatically calculate totals. The option to enter entertainment meal expenses will only show up if the first of the two special circumstances boxes was checked on the previous page.

Greyed out lodging option for the final day of the trip, as that is the day of departure to the next location or to return home.

Daily Expenses with Per Diem

If per diem is selected, it will show a breakdown of the daily rate, the number of days in the trip, and then the total amount, including when there are partial days and any pro-rataion.

For example, the $65 meal charge for entertainment now shows up in itemized list, rather than being lumped into the $200 for meals and incidentals.
8. Enter your account information

- Choose your account type from a dropdown list, then populate the chartstring
- Once you populate a chartstring, it will be saved so you can re-use it later

The GL description field is automatically generated and called “Short Description for Dept Reporting”. It defaults to the TRV number and the traveler’s last name and is editable.

Your expenses will be summarized by account type.

Travelers will “Choose Account Type” from a dropdown list:
- System will only list the Account Types that have reported expenses
- When an Account Type is selected, the value shown above will default into the “Enter an Amount” field and the GL Account will automatically populate in the chartstring below
- Both the amount and account can be edited

When the amount listed here is zero, you have submitted all your expenses.
9. Submit your reimbursement request

- If you haven’t already submitted your receipts, you can submit them now in one of two ways:
  - Click the “Upload Receipts” button and upload your receipts to the travel report, OR
  - Email your receipts to te_receipts@berkley.edu - if you need help, follow the instructions link on this page. It’s important that the subject line of the email include the TRV number in the required format, which is the full 12 digit TRV report ID and the traveler’s last name in all capitals - for example TRV000496789SMITH
- When your report is complete, click the button that says “Submit report to Home Department Approver”
- If you need to, you can save this report and submit it later

Submit report for approval by clicking the submit button. The certification language highlights what the person submitting the expense report is responsible for and is certifying.