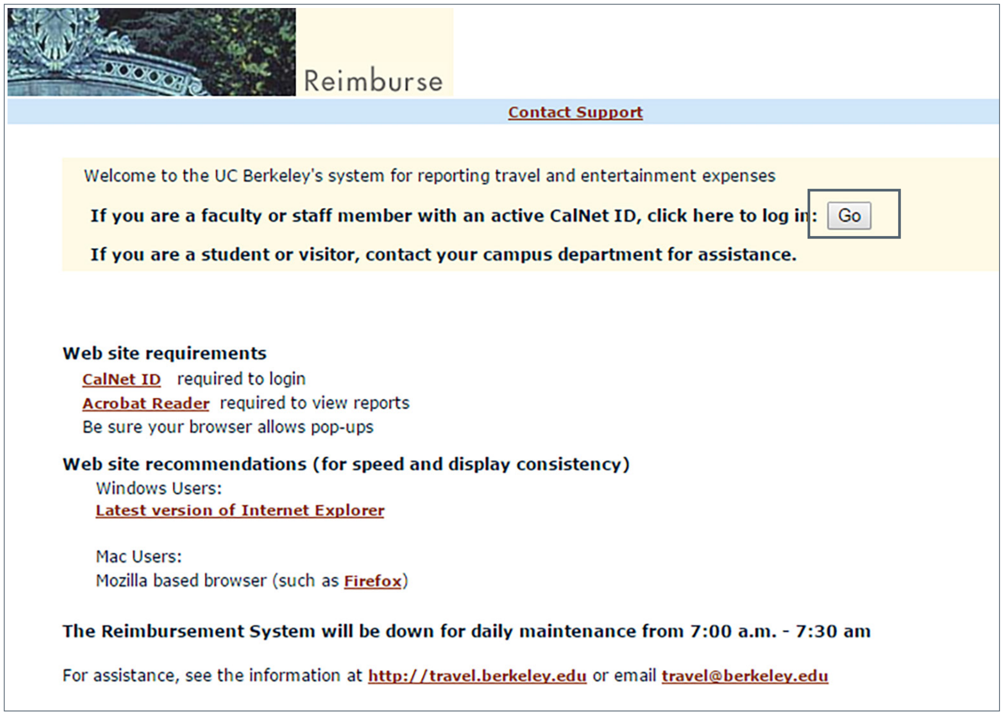
How to submit your travel reimbursement request directly in the T&E system

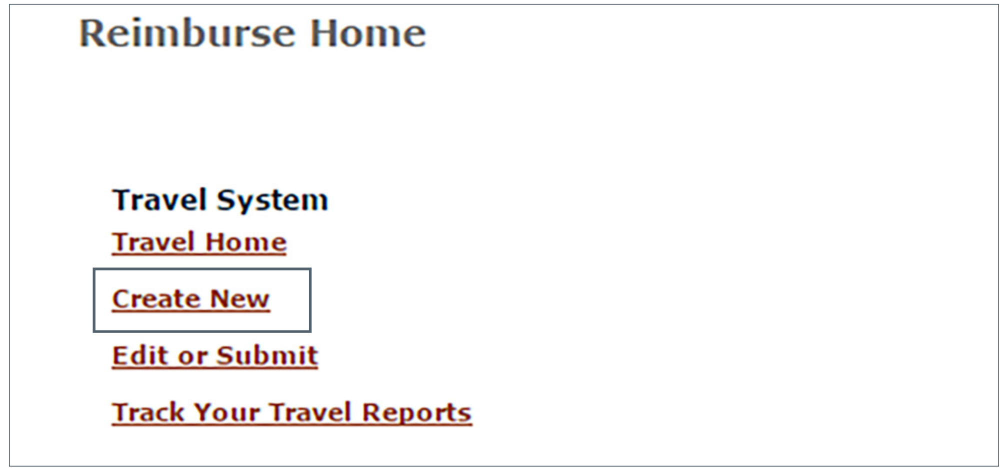
1. Log into the reimbursement system

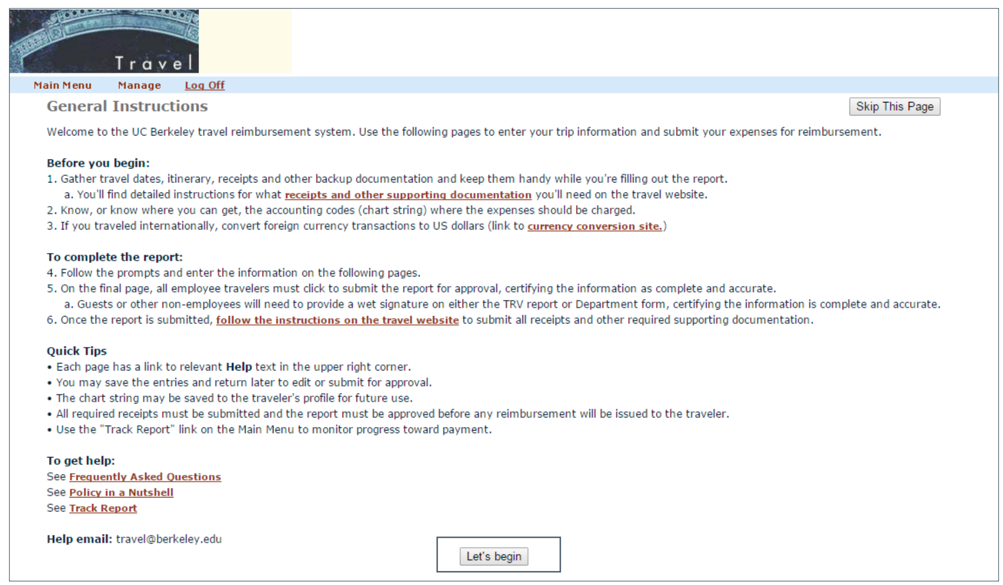
- Go to **https://reimburse.berkeley.edu**
- Choose "Go" at the top of the page
- Log into the system with your CalNet ID and passphrase



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

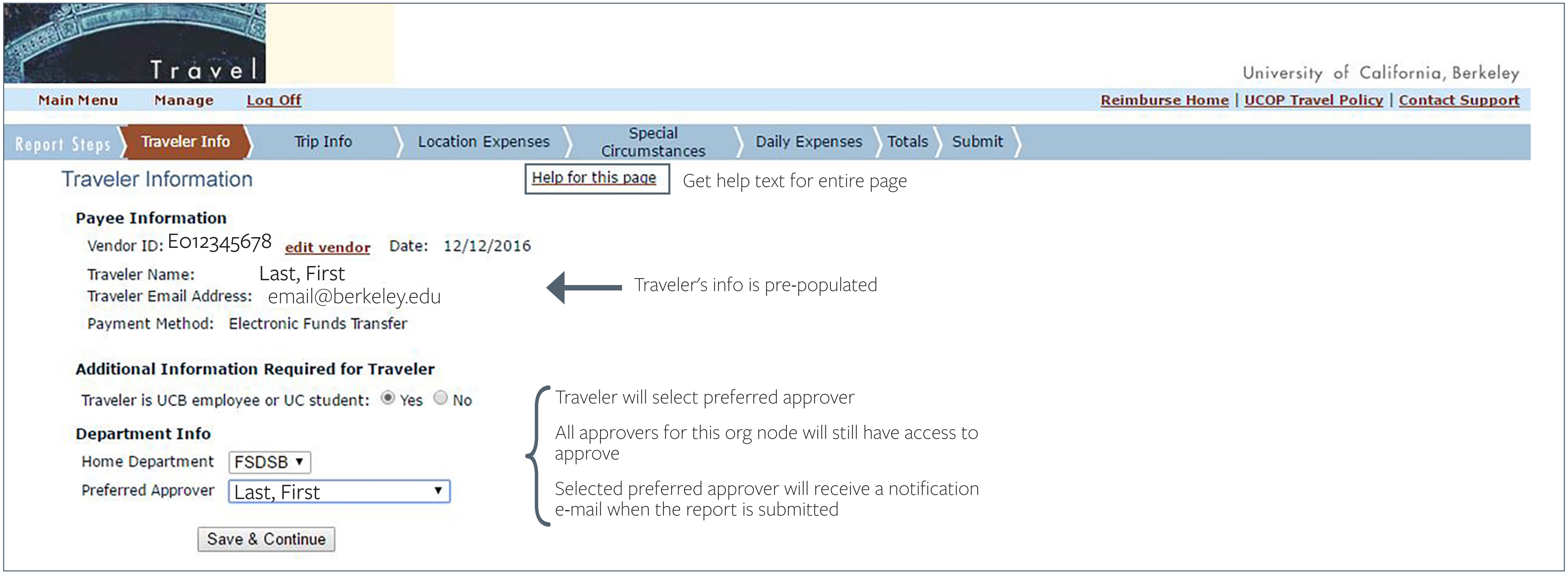




3. Enter your traveler information

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

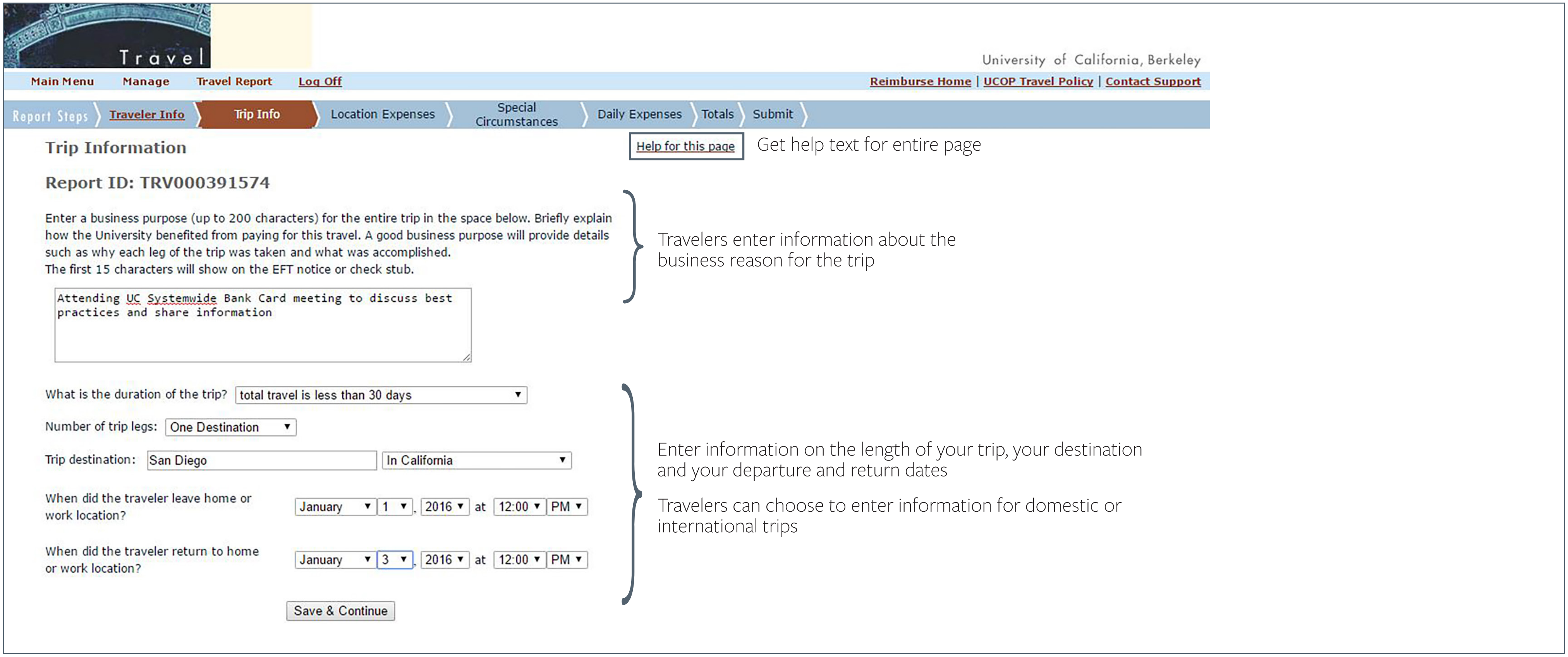
Traveler Info



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

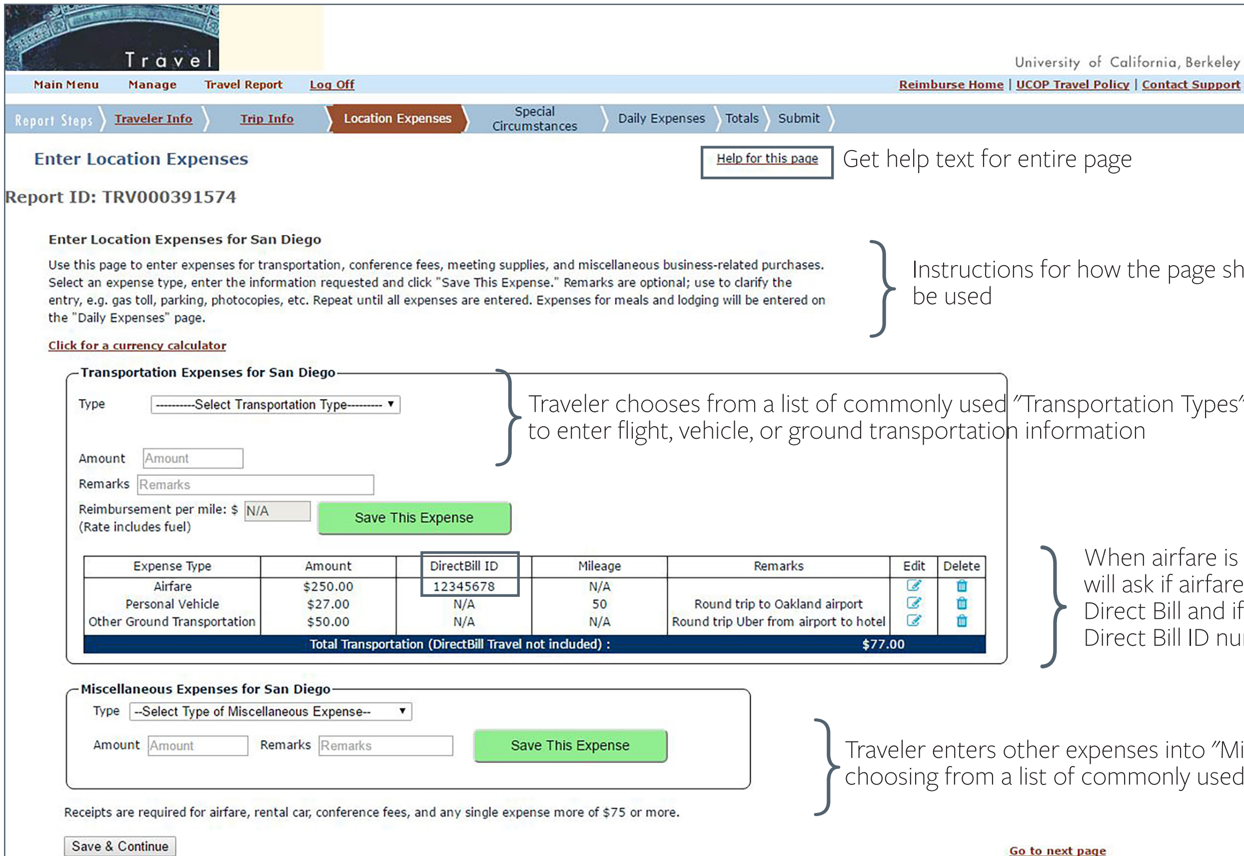
Trip Info



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

Location Expenses



Travel

University of California, Berkeley

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Enter Location Expenses

Help for this page

Report ID: TRV000391574

Enter Location Expenses for San Diego

Use this page to enter expenses for transportation, conference fees, meeting supplies, and miscellaneous business-related purchases. Select an expense type, enter the information requested and click "Save This Expense." Remarks are optional; use to clarify the entry, e.g. gas toll, parking, photocopies, etc. Repeat until all expenses are entered. Expenses for meals and lodging will be entered on the "Daily Expenses" page.

Click for a currency calculator

Transportation Expenses for San Diego

Type: ---------Select Transportation Type---------

Amount: Amount

Remarks: Remarks

Reimbursement per mile: $ N/A
(Rate includes fuel)

Save This Expense

Expense Type	Amount	DirectBill ID	Mileage	Remarks	Edit	Delete
Airfare	$250.00	12345678	N/A			
Personal Vehicle	$27.00	N/A	50	Round trip to Oakland airport		
Other Ground Transportation	$50.00	N/A	N/A	Round trip Uber from airport to hotel		
Total Transportation (DirectBill Travel not included) :				$77.00		

Miscellaneous Expenses for San Diego

Type: --Select Type of Miscellaneous Expense--

Amount: Amount | Remarks: Remarks | Save This Expense

Receipts are required for airfare, rental car, conference fees, and any single expense more of $75 or more.

Save & Continue

Go to next page

Get help text for entire page

Instructions for how the page should be used

Traveler chooses from a list of commonly used ”Transportation Types” to enter flight, vehicle, or ground transportation information

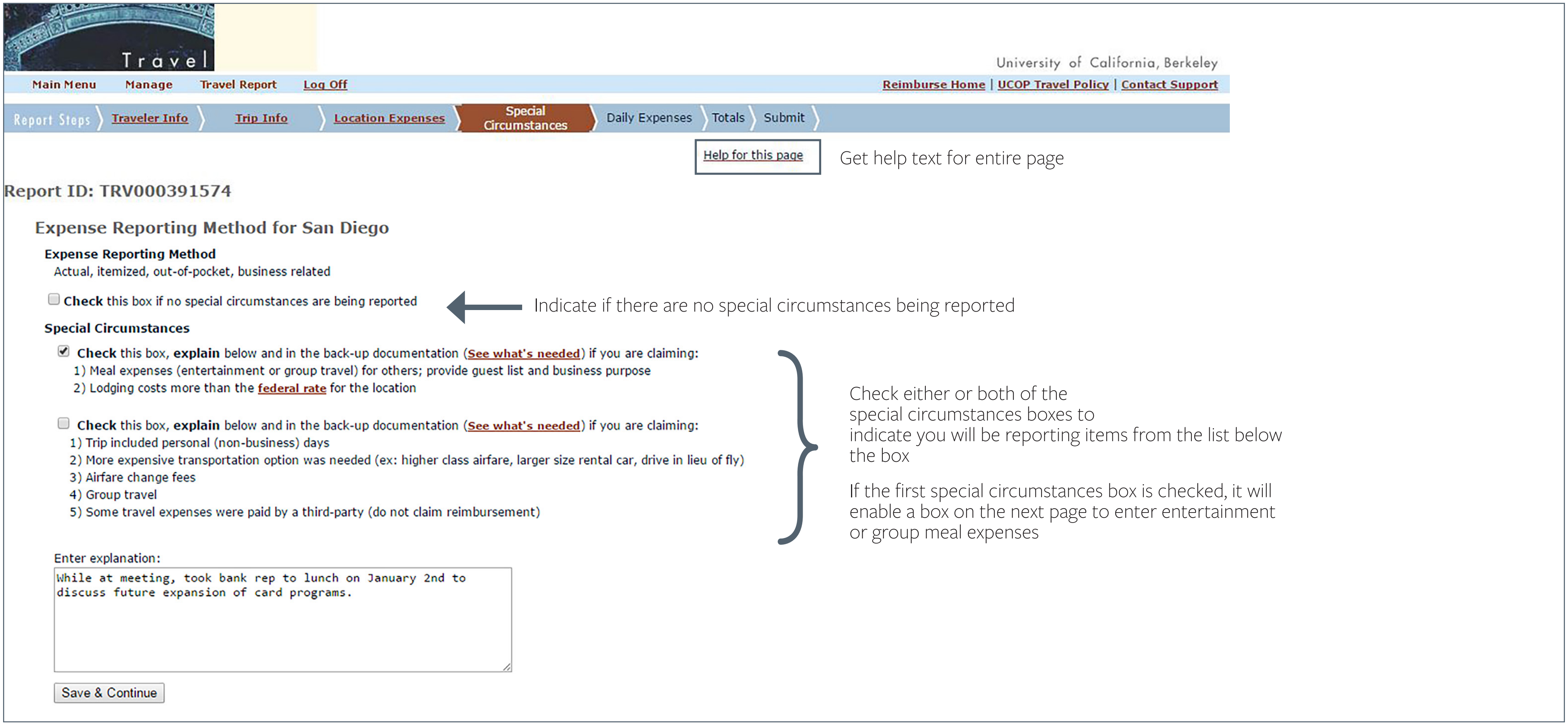
When airfare is selected, system will ask if airfare was paid via Direct Bill and if so, asks for the Direct Bill ID number

Traveler enters other expenses into ”Misc. Expense Types” by choosing from a list of commonly used misc. expense types

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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Report ID: TRV000391574

Expense Reporting Method for San Diego

Expense Reporting Method
Actual, itemized, out-of-pocket, business related

☐ **Check** this box if no special circumstances are being reported

Indicate if there are no special circumstances being reported

Special Circumstances

☑ **Check** this box, **explain** below and in the back-up documentation (See what's needed) if you are claiming:
1) Meal expenses (entertainment or group travel) for others; provide guest list and business purpose
2) Lodging costs more than the federal rate for the location

☐ **Check** this box, **explain** below and in the back-up documentation (See what's needed) if you are claiming:
1) Trip included personal (non-business) days
2) More expensive transportation option was needed (ex: higher class airfare, larger size rental car, drive in lieu of fly)
3) Airfare change fees
4) Group travel
5) Some travel expenses were paid by a third-party (do not claim reimbursement)

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

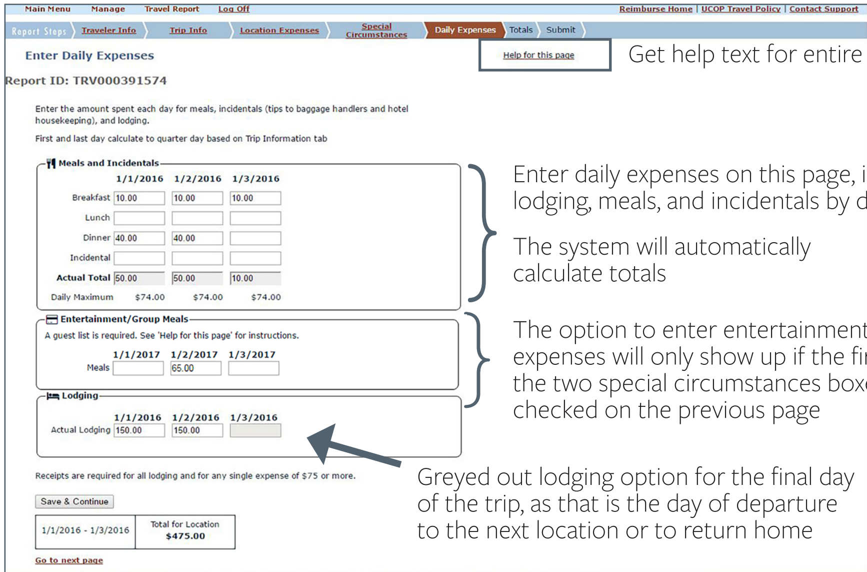
Enter explanation:
While at meeting, took bank rep to lunch on January 2nd to discuss future expansion of card programs.

Save & Continue

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



Get help text for entire page

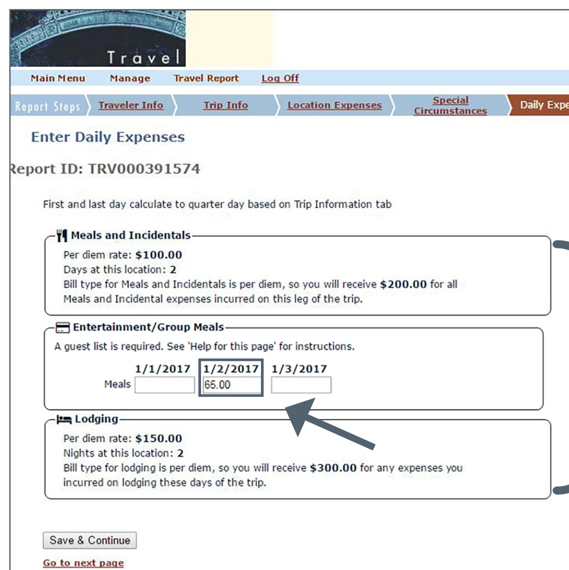
Enter daily expenses on this page, including lodging, meals, and incidentals by day

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



Get help text for entire page

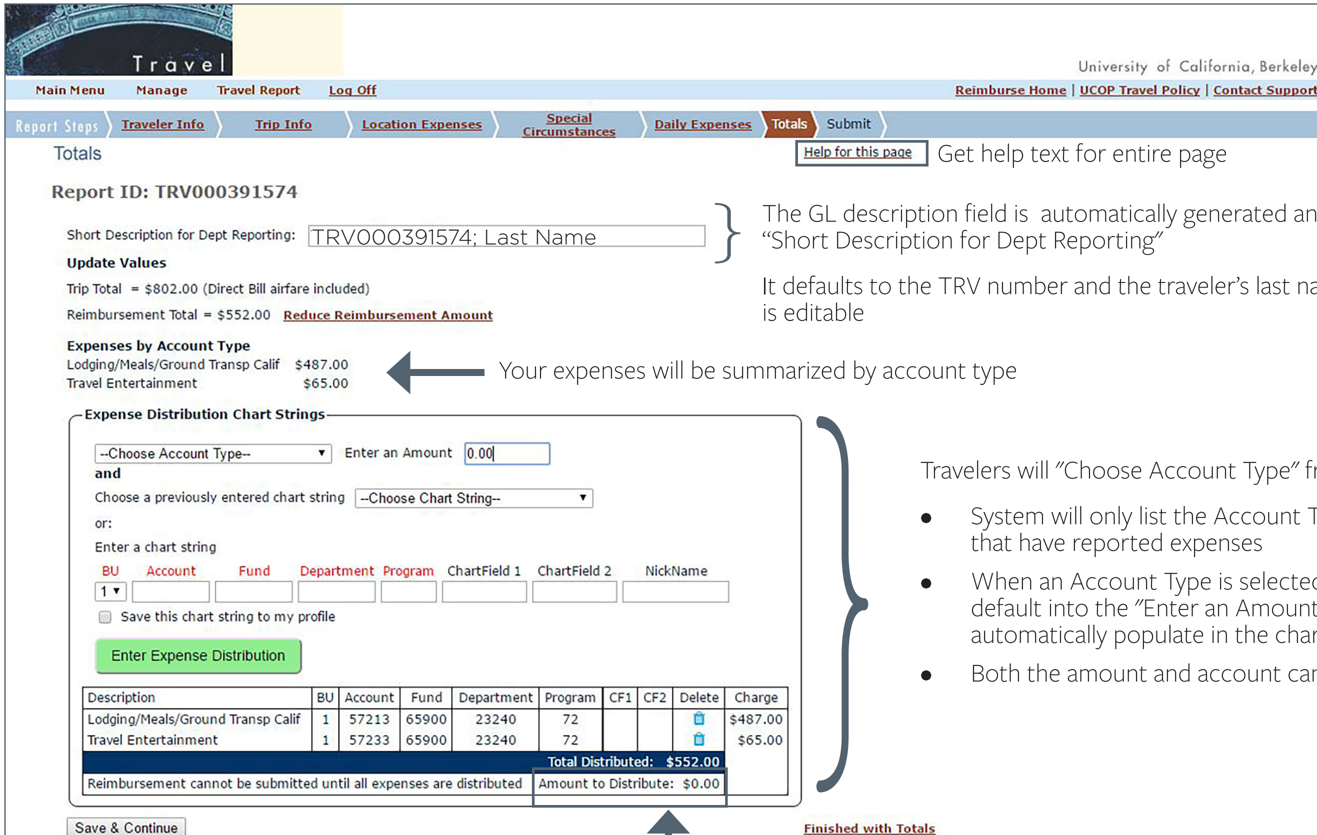
If per diem is selected, it will show a breakdown of the daily rate, the number of days in the trip, and then the total amount, including when there are partial days and any pro-ration

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

Totals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Totals

Help for this page

Report ID: TRV000391574

Short Description for Dept Reporting: TRV000391574; Last Name

Update Values

Trip Total = $802.00 (Direct Bill airfare included)

Reimbursement Total = $552.00 Reduce Reimbursement Amount

Expenses by Account Type

Lodging/Meals/Ground Transp Calif $487.00

Travel Entertainment $65.00

Expense Distribution Chart Strings

--Choose Account Type-- Enter an Amount 0.00

and

Choose a previously entered chart string --Choose Chart String--

or:

Enter a chart string

BU | Account | Fund | Department | Program | ChartField 1 | ChartField 2 | NickName

1

Save this chart string to my profile

Enter Expense Distribution

Description	BU	Account	Fund	Department	Program	CF1	CF2	Delete	Charge
Lodging/Meals/Ground Transp Calif	1	57213	65900	23240	72				$487.00
Travel Entertainment	1	57233	65900	23240	72				$65.00
								Total Distributed:	$552.00
Reimbursement cannot be submitted until all expenses are distributed								Amount to Distribute:	$0.00

Save & Continue

Finished with Totals

Get help text for entire page

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 drop down 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 TRV000456789SMITH
- 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