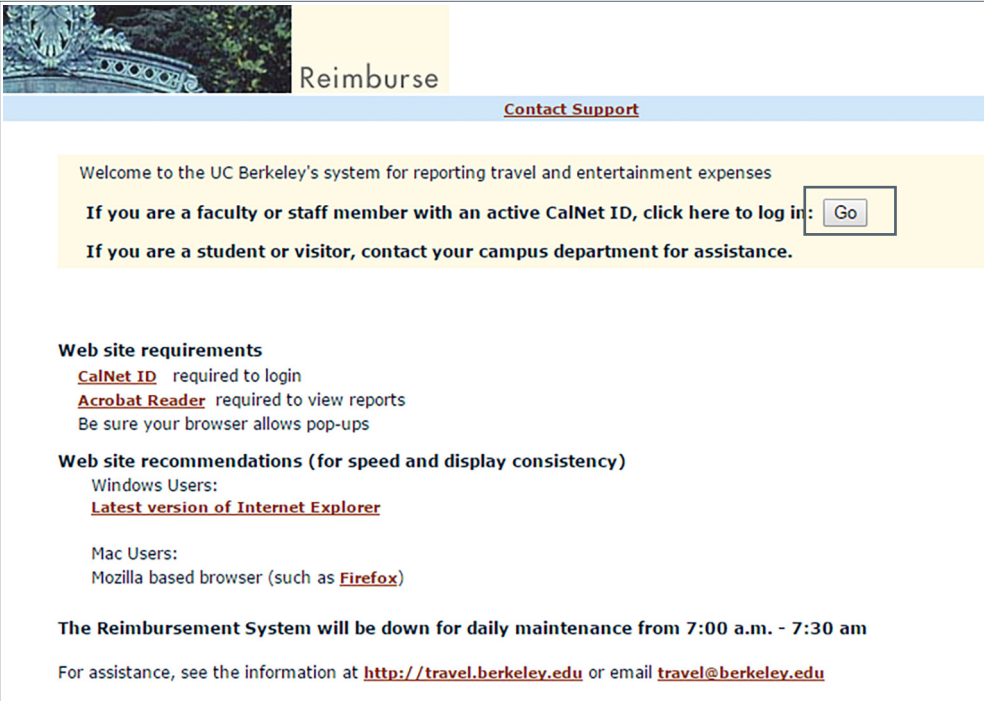


How to submit your travel reimbursement request directly in the T&E system

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



Reimburse

[Contact Support](#)

Welcome to the UC Berkeley's system for reporting travel and entertainment expenses

If you are a faculty or staff member with an active CalNet ID, click here to log in:

If you are a student or visitor, contact your campus department for assistance.

Web site requirements

[CalNet ID](#) required to login

[Acrobat Reader](#) required to view reports

Be sure your browser allows pop-ups

Web site recommendations (for speed and display consistency)

Windows Users:

[Latest version of Internet Explorer](#)

Mac Users:

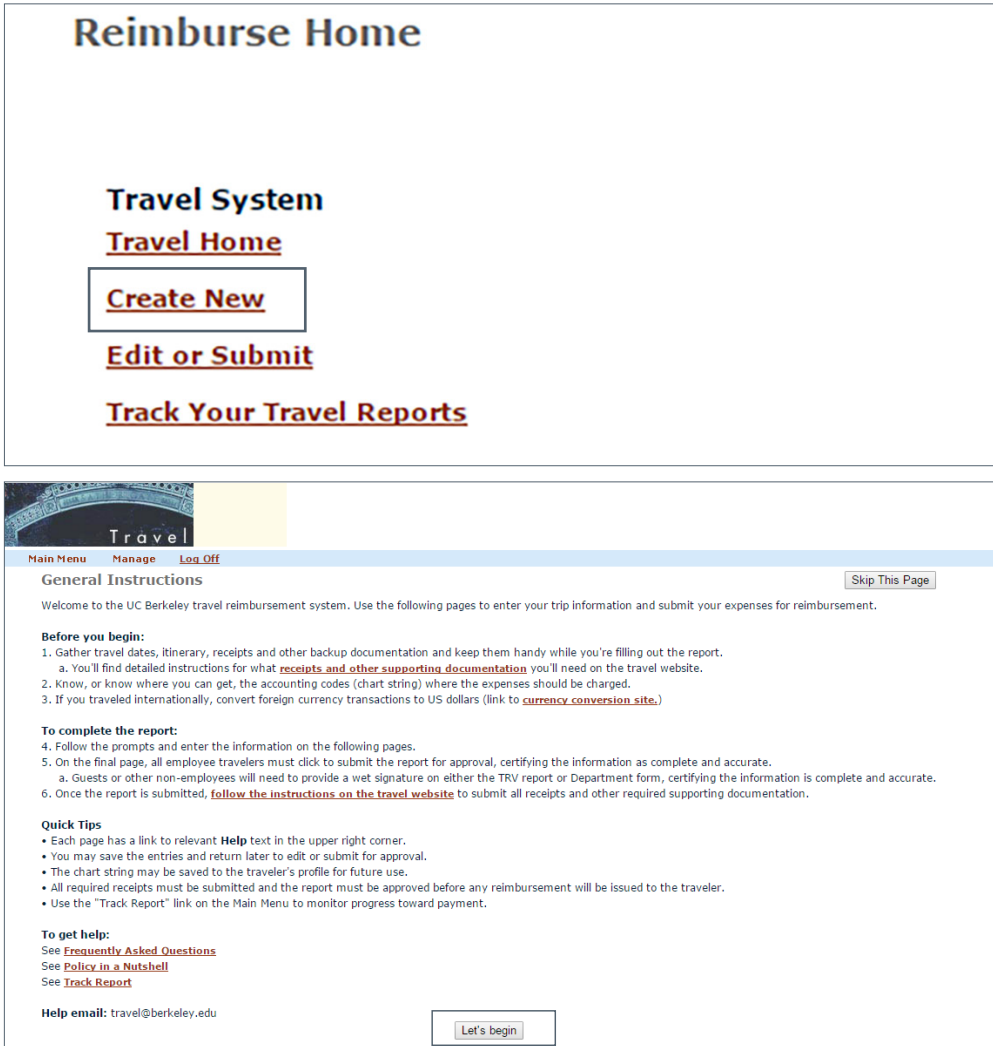
Mozilla based browser (such as [Firefox](#))

The Reimbursement System will be down for daily maintenance from 7:00 a.m. - 7:30 am

For assistance, see the information at <http://travel.berkeley.edu> or email travel@berkeley.edu

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



Reimburse Home

Travel System

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Travel

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General Instructions

Welcome to the UC Berkeley travel reimbursement system. Use the following pages to enter your trip information and submit your expenses for reimbursement.

Before you begin:

1. Gather travel dates, itinerary, receipts and other backup documentation and keep them handy while you're filling out the report.
 - a. You'll find detailed instructions for what [receipts and other supporting documentation](#) you'll need on the travel website.
2. Know, or know where you can get, the accounting codes (chart string) where the expenses should be charged.
3. If you traveled internationally, convert foreign currency transactions to US dollars (link to [currency conversion site](#).)

To complete the report:

4. Follow the prompts and enter the information on the following pages.
5. On the final page, all employee travelers must click to submit the report for approval, certifying the information as complete and accurate.
 - a. Guests or other non-employees will need to provide a wet signature on either the TRV report or Department form, certifying the information is complete and accurate.
6. Once the report is submitted, [follow the instructions on the travel website](#) to submit all receipts and other required supporting documentation.

Quick Tips

- Each page has a link to relevant **Help** text in the upper right corner.
- You may save the entries and return later to edit or submit for approval.
- The chart string may be saved to the traveler's profile for future use.
- All required receipts must be submitted and the report must be approved before any reimbursement will be issued to the traveler.
- Use the "Track Report" link on the Main Menu to monitor progress toward payment.

To get help:

See [Frequently Asked Questions](#)

See [Policy in a Nutshell](#)


See [Track Report](#)

Help email: travel@berkeley.edu

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



University of California, Berkeley

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[Report Steps](#) **Traveler Info** [Trip Info](#) [Location Expenses](#) [Special Circumstances](#) [Daily Expenses](#) [Totals](#) [Submit](#)

Traveler Information

[Help for this page](#) Get help text for entire page

Payee Information
Vendor ID: EO12345678 [edit vendor](#) Date: 12/12/2016
Traveler Name: Last, First
Traveler Email Address: email@berkeley.edu
Payment Method: Electronic Funds Transfer

←

Traveler's info is pre-populated

Additional Information Required for Traveler
Traveler is UCB employee or UC student: ☒ Yes ☐ No

Department Info
Home Department

FSDSB ▾

Preferred Approver

Last, First ▾

Save & Continue

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



University of California, Berkeley

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Trip Information

Report ID: TRV000391574

Enter a business purpose (up to 200 characters) for the entire trip in the space below. Briefly explain how the University benefited from paying for this travel. A good business purpose will provide details such as why each leg of the trip was taken and what was accomplished. The first 15 characters will show on the EFT notice or check stub.

Attending UC Systemwide Bank Card meeting to discuss best practices and share information

What is the duration of the trip? total travel is less than 30 days

Number of trip legs: One Destination

Trip destination: San Diego In California

When did the traveler leave home or work location? January 1 2016 at 12:00 PM

When did the traveler return to home or work location? January 3 2016 at 12:00 PM

[Save & Continue](#)

[Help for this page](#)

Get help text for entire page

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

Location Expenses

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Enter Location Expenses

Help for this page

Get help text for entire 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		

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

Miscellaneous Expenses for San Diego

Type

Select Type of Miscellaneous Expense

Amount

Amount

Remarks

Remarks

Save This Expense

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

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

Save & Continue

Go to next page

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)

Enter explanation:

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

Save & Continue

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

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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

Report ID: TRV000391574

Enter the amount spent each day for meals, incidentals (tips to baggage handlers and hotel housekeeping), and lodging.
First and last day calculate to quarter day based on Trip Information tab

Meals and Incidentals

	1/1/2016	1/2/2016	1/3/2016
Breakfast	10.00	10.00	10.00
Lunch			
Dinner	40.00	40.00	
Incidental			
Actual Total	50.00	50.00	10.00
Daily Maximum	\$74.00	\$74.00	\$74.00

Entertainment/Group Meals

A guest list is required. See 'Help for this page' for instructions.

	1/1/2017	1/2/2017	1/3/2017
Meals		65.00	

Lodging

	1/1/2016	1/2/2016	1/3/2016
Actual Lodging	150.00	150.00	

Receipts are required for all lodging and for any single expense of \$75 or more.

Save & Continue

1/1/2016 - 1/3/2016

Total for Location

\$475.00

Go to next page

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

Report ID: TRV000391574

Enter the amount spent each day for meals, incidentals (tips to baggage handlers and hotel housekeeping), and lodging.
First and last day calculate to quarter day based on Trip Information tab

Meals and Incidentals

Per diem rate: \$100.00
Days at this location: 2
Bill type for Meals and Incidentals is per diem, so you will receive \$200.00 for all Meals and Incidental expenses incurred on this leg of the trip.

Entertainment/Group Meals

A guest list is required. See 'Help for this page' for instructions.

	1/1/2017	1/2/2017	1/3/2017
Meals		65.00	

Lodging

Per diem rate: \$150.00
Nights at this location: 2
Bill type for lodging is per diem, so you will receive \$300.00 for any expenses you incurred on lodging these days of the trip.

Save & Continue

Go to next page

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

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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

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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 57213 65900 23240 72 72

☐ 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

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@berkeley.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



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TRV000391574; Last Name

Get help text for entire page [Help for this page](#)

Confirm & Submit

Your Report ID is: **TRV000391751**
Home Department: FSDSB
Reimbursement Amount: \$552.00
Cash Advances : \$0.00 [Edit Advances](#) If you received a cash advance for this trip, select "Edit Advances" and enter amount.
Due to Traveler: \$552.00

Next Steps:

1. [Upload Receipts](#)

2. When report is complete, click "Submit report to Home Department Approver" below.

[See Instructions](#) or [watch the video](#). Reimbursement will not be processed without required receipts. Private information (i.e., bank account or credit card numbers) must be masked before being submitted.

[Save this report; submit later](#) To reprint the Report or Barcode Cover Pages after submission, select "Track Reports/View Reports" from the main menu.

By submitting this report for approval I certify that:

- The information in this report is a true statement
- The expenses claimed were incurred by me on official University business on the dates shown
- I have not otherwise received reimbursement for these expenses
- [Confidential or personal information](#) has been removed from all required receipts before attaching to this expense report.
- I have attached all [required receipts](#), including all expenses of \$75 or more.

[Submit report to Home Department Approver](#)

[View Receipts/Documents](#)

Save report

Upload and submit your receipts directly in the system

Instructions for next steps

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

Submit report