Reimbursement Process Summary

1. Get documentation together (receipts, itinerary)
   - Refer to your trip diary (if you have one)
   - Gather receipts for airfare, car rental, lodging and any expense of $75 or more
   - Convert foreign currency costs

2. Go to https://reimburse.berkeley.edu and create a new reimbursement report
   - Create a new report with automatically created TRV#
   - Select your preferred approver
   - Give a business purpose for each trip destination
   - Enter your trip information, as prompted

3. Email your receipts and any other documentation (such as an itinerary) to te_receipts@berkeley.edu
   - It’s important that the subject line include the TRV # 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

4. Submit your expense report and reimbursement request
   - All department approvers can see and act on the submitted report
   - Track the status of your report in the reimbursement system

5. Report will be reviewed by departmental approver and processed

6. Receive reimbursement, typically within 10 business days
   - Payments are made using the same method as pay checks (direct deposit or mail)