

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)