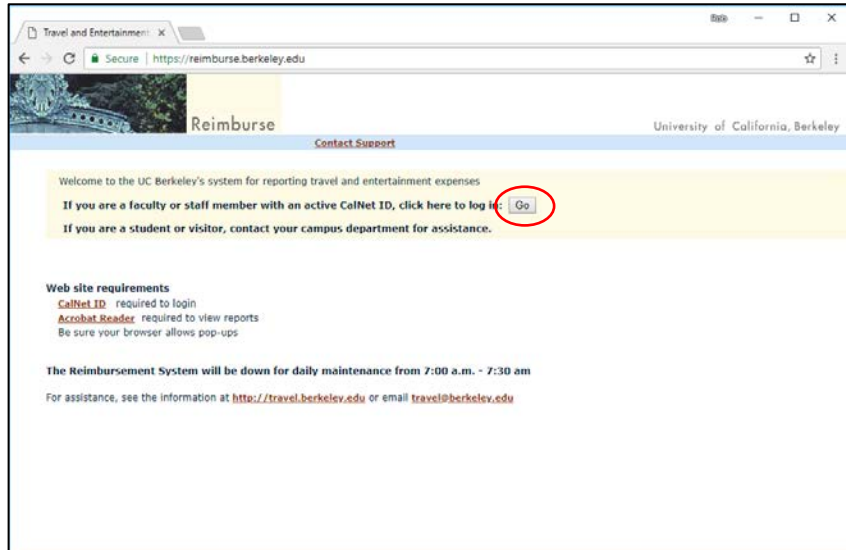


How Travel Preparers Create a Travel Reimbursement Request

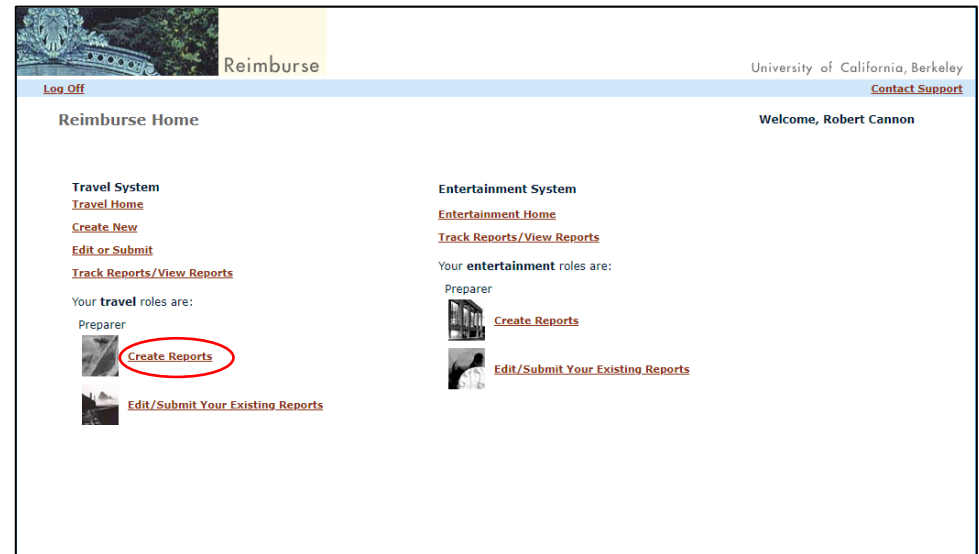
1. Log into the Travel Reimbursement System

- Go to <https://reimburse.berkeley.edu>
- Choose **Go** at the top of the page.
- Log in using your CalNet ID and passphrase.



2. Choose Create Reports

From the Reimburse homepage, go to the Preparer role section and select **Create Reports**.



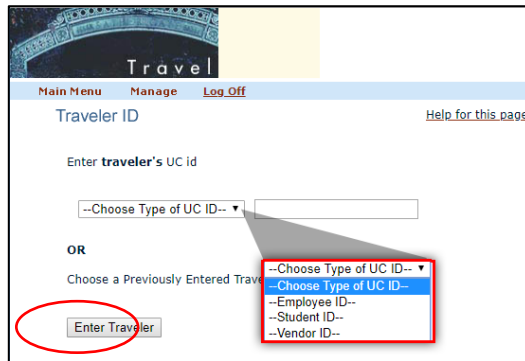
How Travel Preparers Create a Travel Reimbursement Request

3. Traveler ID

Please note that many questions may be answered using the **Help for this page** link. You may find this link in the upper-right of each page.

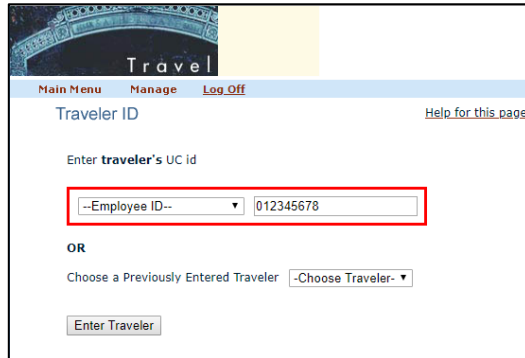
If you've never prepared a report for this traveler:

Click the **Choose Type of UC ID** pull-down menu and select if the traveler is a UC Employee, UC Student, or Vendor. A vendor is typically a visitor/guest not affiliated with UC Berkeley.



The screenshot shows the 'Traveler ID' form with the 'Choose Type of UC ID' dropdown menu open. The menu options are: --Choose Type of UC ID--, --Employee ID--, --Student ID--, and --Vendor ID--. The 'Enter Traveler' button is circled in red.

If the traveler is an employee or student of UCB, ask for their employee or student ID and enter it in the field to the right. When you are done, click **Enter Traveler**.



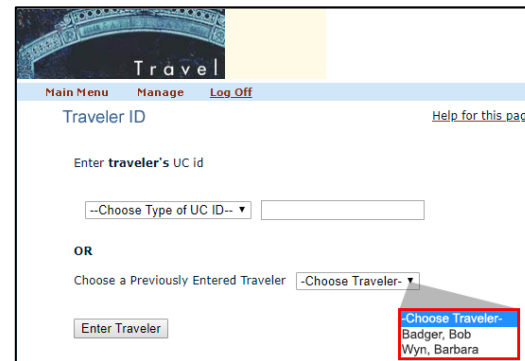
The screenshot shows the 'Traveler ID' form with the 'Choose Type of UC ID' dropdown menu set to '--Employee ID--' and the value '012345678' entered in the adjacent text field. The 'Enter Traveler' button is visible at the bottom.

If the traveler is a **vendor** and has no **Vendor ID**, obtain one through the Supply Chain Management Vending Unit. For instructions, visit <https://supplychain.berkeley.edu/vending>.

Once the **Vendor ID** is in hand, go back to the Traveler ID page and select **Vendor ID** from the pull-down menu. Enter the vendor number and click **Enter Traveler**.

If you've prepared a report for this traveler before

The names of travelers from previously prepared reports are saved to your profile. To prepare another report for one of these travelers, go to the **Choose a Previously Entered Traveler** pull-down menu and select the name of the traveler. Then click **Enter Traveler**.

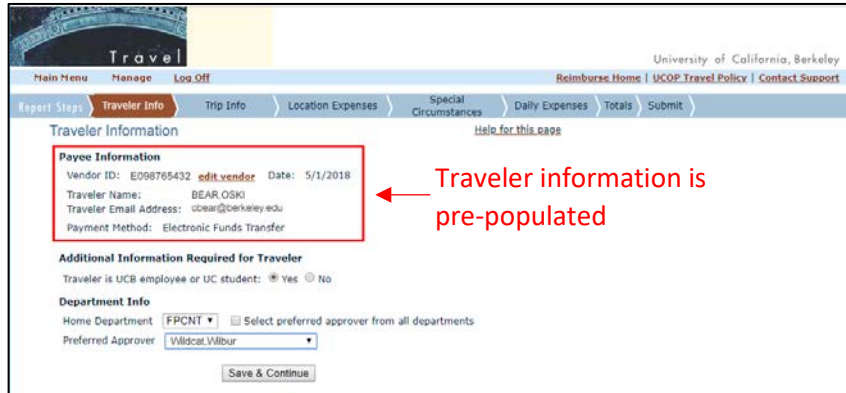


The screenshot shows the 'Traveler ID' form with the 'Choose a Previously Entered Traveler' dropdown menu open. The menu options are: --Choose Traveler--, Badger, Bob Wyn, Barbara. The 'Enter Traveler' button is visible at the bottom.

How Travel Preparers Create a Travel Reimbursement Request

4. Traveler Information

Information about the traveler will automatically populate in the **Payee Information** section.



The screenshot shows the 'Traveler Information' page in the University of California, Berkeley Travel system. The 'Payee Information' section is highlighted with a red box and contains the following pre-populated data:

- Vendor ID: E098765432 [edit vendor](#) Date: 5/1/2018
- Traveler Name: BEAR.OSKI
- Traveler Email Address: obear@berkeley.edu
- Payment Method: Electronic Funds Transfer

Below this section, the 'Additional Information Required for Traveler' section has the 'Traveler is UCB employee or UC student' radio button set to 'Yes'. The 'Department Info' section shows 'Home Department' as 'FPCNT' and 'Preferred Approver' as 'Wildcat,Wilbur'. A red arrow points to the 'Payee Information' box with the text 'Traveler information is pre-populated'.

If the traveler is a US citizen or permanent resident, check the box. No additional citizenship information is needed.

If the traveler is not a US citizen/permanent resident, you must enter their Visa-type and home country. A link to instructions about Visas/classifications is found on the Traveler Information page. See

<https://travel.berkeley.edu/reimburse-foreign-visitors-travel-expenses>.

Under **Home Department**, verify the org node for the traveler. Anyone with an Approver role within this org node may approve this report. You should also select a preferred approver. Preferred approvers receive an email notifying them that a travel reimbursement report is awaiting their review.

When you are done completing this page, click **Save & Continue**.

If the traveler is a UCB employee/student, select **Yes**. If the traveler is NOT a UCB employee/student, select **No**. By selecting No, the layout of the page changes to include a section about citizenship.



This screenshot shows the same 'Traveler Information' page, but with the 'Additional Information Required for Traveler' section expanded to include citizenship information. The 'Traveler is UCB employee or UC student' radio button is now set to 'No'. The 'Check if Traveler is a US Citizen or Permanent Resident' checkbox is checked. Below this, there is a dropdown menu for 'If not US Citizen or Permanent Resident, please select your Visa Type' set to 'B1' and a text field for 'Home Country' set to 'Germany'. A red box highlights these fields.

How Travel Preparers Create a Travel Reimbursement Request

5. Trip Information

- A Report ID (TRV number) will automatically generate for this report.
- Enter a brief description of the purpose of the business trip.
- Enter the trip length, departure, and return information. Both domestic and international trips are accepted.

Trip Information

Report ID: TRV000500713 *Report ID/TRV number*

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.

Attending International Atmospheric Rivers Conference *Describe business purpose of trip*

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? April 23, 2018 at 8:00 AM

When did the traveler return to home or work location? April 26, 2018 at 6:00 PM *Enter trip logistics*

Save & Continue

6. Location Expenses

- Enter the traveler's transportation expenses from a list of commonly used "Transportation Types" such as flight, personal vehicle, car rental, and other forms of ground transportation.
- Indicate if the traveler paid for the airfare through Direct Bill.
- In the Miscellaneous Expenses section, enter any expenses that are not related to transportation.
- Please note that receipts are required for airfare, rental cars, and lodging, as well as any expense over \$75

Enter Location Expenses

Report ID: TRV000500713

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 *Choose from a list of commonly used "transportation types". (flight, personal vehicle, car rental, ground transport)*

Amount: Amount

Remarks: Remarks

Reimbursement per mile: \$ N/A Save This Expense

| Expense Type | Amount | DirectBill ID | Mileage | Remarks | Edit | Delete |
|-----------------------------|----------|---------------|---------|----------------------------|------|--------|
| Personal Vehicle | \$17.44 | N/A | 32 | Roundtrip home/OAK airport | | |
| Airfare | \$250.00 | 12345678 | N/A | Roundtrip - OAK / SAN | | |
| Other Ground Transportation | \$36.00 | N/A | N/A | Taxi - SAN to hotel | | |

Total Transportation (DirectBill Travel not included): \$53.44

Miscellaneous Expenses for San Diego

Type: Select Type of Miscellaneous Expense *Choose from a variety of other non-transportation expenses (conference/event, business meeting supplies, and other)*

Amount: Amount Remarks: Remarks Save This Expense

| Expense Type | Amount | Remarks | Edit | Delete |
|---------------------------|---------|---------------------------|------|--------|
| Business Meeting Supplies | \$22.00 | Copy expenses for handout | | |

Total Miscellaneous: \$22.00

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

Save & Continue

How Travel Preparers Create a Travel Reimbursement Request

7. Special Circumstances

- Indicate if the traveler incurred any expenses that involved special circumstances.
- If so, indicate the expense-type using the appropriate check box and provide a brief explanation.

The screenshot shows the 'Special Circumstances' section of the UCOP Travel Reimbursement Request System. The page title is 'Travel' and the user is logged in as 'University of California, Berkeley'. The navigation bar includes 'Main Menu', 'Manage', 'Travel Report', 'Log Off', 'Reimburse Home', 'UCOP Travel Policy', and 'Contact Support'. The 'Report Steps' are: 'Traveler Info', 'Trip Info', 'Location Expenses', 'Special Circumstances', 'Daily Expenses', 'Totals', and 'Submit'. The 'Special Circumstances' section is active, showing a 'Report ID: TRV000500713' and a 'Help for this page' link. The 'Expense Reporting Method for San Diego' is set to 'Actual, itemized, out-of-pocket, business related'. There are two checkboxes: 'Check this box if no special circumstances are being reported' (unchecked) and 'Check this box, explain below and in the back-up documentation (See what's needed) if you are claiming: 1) Entertainment or group travel meal expenses; provide guest list and business purpose.' (checked). Below the second checkbox is a list of five special circumstances: 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, and 5) Some travel expenses were paid by a third-party (do not claim reimbursement). A text box labeled 'Enter explanation:' contains the text: 'Lunch meeting to discuss GFDL Global Atmosphere and Land Model AH2-UH2 with deputy director of NOAA.' A 'Save & Continue' button is at the bottom left. Red arrows point from the text 'Check this box if no special circumstances being reported.' to the first checkbox, and from the text 'Check this box, explain below and in the back-up documentation (See what's needed) if you are claiming: 1) Entertainment or group travel meal expenses; provide guest list and business purpose.' to the second checkbox.

If the traveler incurred expenses that fall under special circumstances, select the box(es) that best represent the expense-type.

If the first special circumstances box is checked, it will enable a section on the next page where the Preparer can enter the entertainment or group meal expenses.

8. Enter Daily Expenses

- The system automatically subtotals the daily expenses the moment they are entered onto the page.
- If there was a special circumstance expense, fill out the section explaining the expense.
- If the trip was an International (or offshore US), Preparers have the option to report the traveler's expenses using a per diem expense method. This allows for a flat daily reimbursement rate and expenses can be less than or equal to the federal rate. When using the Per Diem method, the system will generate a page that displays the daily rate, duration of the trip, and the total daily dollar amount allowed - including any pro-rated partial days.
(see images on next page)

How Travel Preparers Create a Travel Reimbursement Request

Itemized Receipt Method

University of California, Berkeley

Main Menu Manage Travel Report Log Off Reimburse Home | UCOP Travel Policy | Contact Support

Report Steps Traveler Info Trip Info Location Expenses Special Circumstances **Daily Expenses** Totals Submit

Enter Daily Expenses [Help for this page](#)

Report ID: TRV000500713

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

| | 4/23/2018 | 4/24/2018 | 4/25/2018 | 4/26/2018 |
|---------------------|--------------|--------------|--------------|-------------|
| Breakfast | 0.00 | 9.00 | 10.00 | |
| Lunch | 17.00 | | 17.00 | |
| Dinner | 26.00 | 24.00 | | |
| Incidental | | | | |
| Actual Total | 43.00 | 33.00 | 27.00 | 0.00 |
| Daily Maximum | \$62.00 | \$62.00 | \$62.00 | \$62.00 |

Entertainment/Group Meals

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

| | 4/23/2018 | 4/24/2018 | 4/25/2018 | 4/26/2018 |
|-------|-----------|-----------|-----------|-----------|
| Meals | | 56.00 | | |

Lodging

| | 4/23/2018 | 4/24/2018 | 4/25/2018 | 4/26/2018 |
|----------------|-----------|-----------|-----------|-----------|
| Actual Lodging | 180.00 | 180.00 | 180.00 | |

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

[Save & Continue](#)

| | |
|-----------------------|-------------------------------------|
| 4/23/2018 - 4/26/2018 | Total for Location \$0.00 |
|-----------------------|-------------------------------------|

[Go to next page](#)

Per Diem Method

University of California, Berkeley

Main Menu Manage Travel Report Log Off Reimburse Home | UCOP Travel Policy | Contact Support

Report Steps Traveler Info Trip Info Location Expenses Special Circumstances **Daily Expenses** Totals Submit

Enter Daily Expenses [Help for this page](#)

Report ID: TRV000500713

First and last day calculate to quarter day based on Trip Information tab

Meals and Incidentals

Per diem rate: **\$111.00**
Days at this location: **3.5**
Bill type for Meals and Incidentals is per diem, so you will receive **\$388.50** 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.

| | 4/23/2018 | 4/24/2018 | 4/25/2018 | 4/26/2018 |
|-------|-----------|-----------|-----------|-----------|
| Meals | 46.00 | 58.00 | 65.00 | |

Lodging

Per diem rate: **\$246.00**
Nights at this location: **3**
Bill type for lodging is per diem, so you will receive **\$738.00** for any expenses you incurred on lodging these days of the trip.

[Save & Continue](#)

[Go to next page](#)

How Travel Preparers Create a Travel Reimbursement Request

9. Totals

- Select an expense-type from the **Choose Account Type** pull-down menu and assign it a chartstring.

The screenshot shows the 'Totals' page of the travel reimbursement system. Key elements include:

- Report ID:** TRV000500713
- Short Description for Dept Reporting:** TRV000500713.BEAR
- Update Values:** Trip Total = \$1,024.44 (Direct Bill airfare included); Reimbursement Total = \$774.44
- Expenses by Account Type:**
 - Business Meeting Supplies: \$22.00
 - Lodging/Meals/Ground Transp Calif: \$696.44
 - Entertainment/Group Meals: \$56.00
- Expense Distribution Chart Strings:** A section with a dropdown menu for 'Choose Account Type' and a table of expenses.
- Table of Expenses:**

| Description | BU | Account | Fund | Department | Program | CF1 | CF2 | Delete | Charge |
|-----------------------------------|----|---------|-------|------------|---------|-----|-----|--------|-----------------|
| Lodging/Meals/Ground Transp Calif | 1 | 57213 | 65900 | 23240 | 72 | | | | \$696.44 |
| Entertainment/Group Meals | 1 | 57233 | 65900 | 23240 | 72 | | | | \$56.00 |
| Business Meeting Supplies | 1 | 55030 | 65900 | 23240 | 72 | | | | \$22.00 |
| Total Distributed: | | | | | | | | | \$774.44 |
| Amount to Distribute: | | | | | | | | | \$0.00 |

The GL description field is automatically generated and called "Short Description" for department reporting. It defaults to the TRV number and the traveler's last name – but is editable

The traveler's expenses are summarized according to account-type.

When the **Amount to Distribute** value equals \$0.00, all the expenses have a chartstring assigned to them.

Travelers will "Choose Account Type" from the drop down list.

The system will only list account-types that have reported expenses.

The Account field of the chartstring will automatically populate with a value based on the expense-type. However, Preparers may edit this value.

10. Submit

Ensure that all receipts and required documents are uploaded to this report. This can be done in one of two ways:

- Click the **Upload Receipts and backup** button and attach all the receipts/documentation to this travel report, OR
- Email the receipts/documentation to te_receipts@berkeley.edu. In the subject line of the email, include the full 12 digit TRV report ID and the traveler's last name (in capitals). For example TRV000500713BEAR

When the report is complete, submit the report for approval using one of two methods:

Submission Method 1 (preferred) - For employees/students with CalNet credentials

Select the button labeled **Email Traveler to log-in and submit for approval**. This sends the traveler an email with instructions to log in to the system, verify the accuracy of the travel report, and submit the report for approval. By doing so, the traveler is certifying the accuracy of the report, and no signature is required from the traveler.

Submission Method 2 - For visitor/guests, or individuals who prefer not to use the system

Using this method, the traveler will be required to sign the report. To obtain a signature page, go to the **Submit for Approval** section and click the **expense report** link. Print the page for scanning (or save as PDF) and send it to the traveler for their signature. This page includes the certification language needed to process this report.

How Travel Preparers Create a Travel Reimbursement Request

The traveler must sign the page and send a signed copy back to the Preparer. Please note that Accounts Payable will accept other department forms as long as it includes similar certification language, and is signed by the traveler.

Required Certification Language

I certify the information in this report is a true statement, the Check Amount: \$XXX.XX expenses claimed were incurred by me on official University business on the dates shown, I have not otherwise received reimbursement for these expenses and I will attach all required receipts, including all expenses of \$75 or more.

Once the Preparer receives the signed page back from the traveler, the Preparer must sign the page, scan it, and upload it as an attachment to the travel report.

Finally, the Preparer sends the report to the Approver using the **Submit to Approver** button.

The screenshot shows the 'Confirm & Submit' page of the UCOP Travel Reimbursement Request system. The page header includes 'Travel' and 'University of California, Berkeley'. The navigation bar contains 'Main Menu', 'Manage', 'Travel Report', 'Log Off', 'Reimburse Home', 'UCOP Travel Policy', and 'Contact Support'. The breadcrumb trail is 'Report Steps > Traveler Info > Trip Info > Location Expenses > Special Circumstances > Daily Expenses > Totals > Submit'. The main content area is titled 'Confirm & Submit' and includes the following information:

- Your Report ID is: **TRV000500713**
- Home Department: **FPCNT**
- Reimbursement Amount: **\$774.44**
- Cash Advances: **\$0.00** [Edit Advances](#) If you received a cash advance for this trip, select "Edit Advances" and enter amount.
- Due to Traveler: **\$774.44**

The 'Next Steps' section includes:

- A** Upload receipts and backup:
See [Instructions](#) or [watch the video](#). Reminder: mask bank account numbers or other private information.
[View Receipts/Documents Already Uploaded](#)
- B** Save this report, return to Main Menu
- C** Email Traveler to log-in and submit for approval
Employee-Travelers with CalNet only.

The 'Submit For Approval' section includes:

- I have confirmed that:
 - The traveler signed the hard copy of **D** [expense report](#) certifying accuracy of the information and it has been submitted to the reimbursement system.
 - All [required receipts](#) have been submitted to the reimbursement system.
- E** [Submit to Approver](#)

A - Upload the traveler's receipts/documentation directly to the system.

B - If necessary, save this report and for later work.

C - Email the traveler with instructions to log in to this system, review the report, and submit it for approval. (For use in Submission Method 1).

*D - Use the **Expense Report** link to create a printable signature page for the traveler to sign. (For use during Submission Method 2).*

*E - When the travel report is complete, use the **Submit to Approver** button to send this report to an Approver.*