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.
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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.

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

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.
4. Traveler Information

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

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.

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.
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.

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.
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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.

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)
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**Itemized Receipt Method**

1. Enter Daily Expenses
   - Report ID: TRV00850G0713
   - Click here for this page

   **Daily Expenses Report**
   - Start Date: 4/23/2016
   - End Date: 4/26/2016

   - **Meals and Incidental**:
     - 4/23/2016: Breakfast $8.00, Lunch $10.00, Dinner $17.00
     - 4/24/2016: Breakfast $10.00, Lunch $8.00, Dinner $12.00
     - 4/25/2016: Breakfast $12.00, Lunch $15.00, Dinner $18.00
     - 4/26/2016: Breakfast $14.00, Lunch $18.00, Dinner $20.00

   - **Entertainment/Group Meals**:
     - 4/23/2016: Meals $30.00
     - 4/24/2016: Meals $25.00
     - 4/25/2016: Meals $35.00
     - 4/26/2016: Meals $40.00

   - **Lodging**:
     - 4/23/2016: $100.00
     - 4/24/2016: $120.00
     - 4/25/2016: $140.00
     - 4/26/2016: $160.00

   - **Total**:
     - 4/23/2016: $50.00
     - 4/24/2016: $52.00
     - 4/25/2016: $57.00
     - 4/26/2016: $62.00

- Save & Continue
- Total for location: $60.00
- Go back to next page

**Per Diem Method**

- Enter Daily Expenses Report
- Report ID: TRV00850G0713
- Click here for this page

   **Per Diem Report**
   - Start Date: 4/23/2016
   - End Date: 4/26/2016

   - **Meals and Incidental**:
     - 4/23/2016: Per diem rate $30.00
     - 4/24/2016: Per diem rate $25.00
     - 4/25/2016: Per diem rate $35.00
     - 4/26/2016: Per diem rate $40.00

   - **Entertainment/Group Meals**:
     - 4/23/2016: Meals $30.00
     - 4/24/2016: Meals $25.00
     - 4/25/2016: Meals $35.00
     - 4/26/2016: Meals $40.00

   - **Lodging**:
     - 4/23/2016: $100.00
     - 4/24/2016: $120.00
     - 4/25/2016: $140.00
     - 4/26/2016: $160.00

   - **Total**:
     - 4/23/2016: $50.00
     - 4/24/2016: $52.00
     - 4/25/2016: $57.00
     - 4/26/2016: $62.00

- Save & Continue
- Go back to next page

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9. Totals

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

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.
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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.

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.