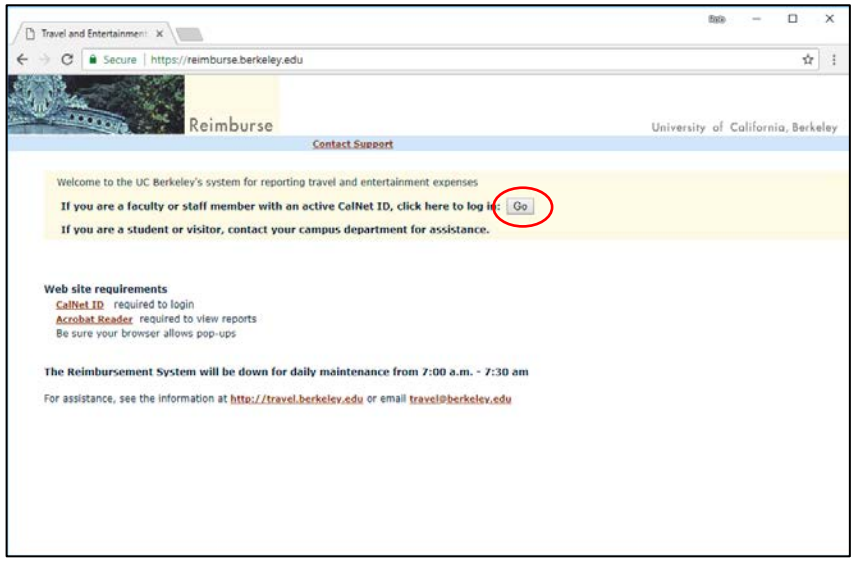
How Travel Preparers Create a Travel Reimbursement Request

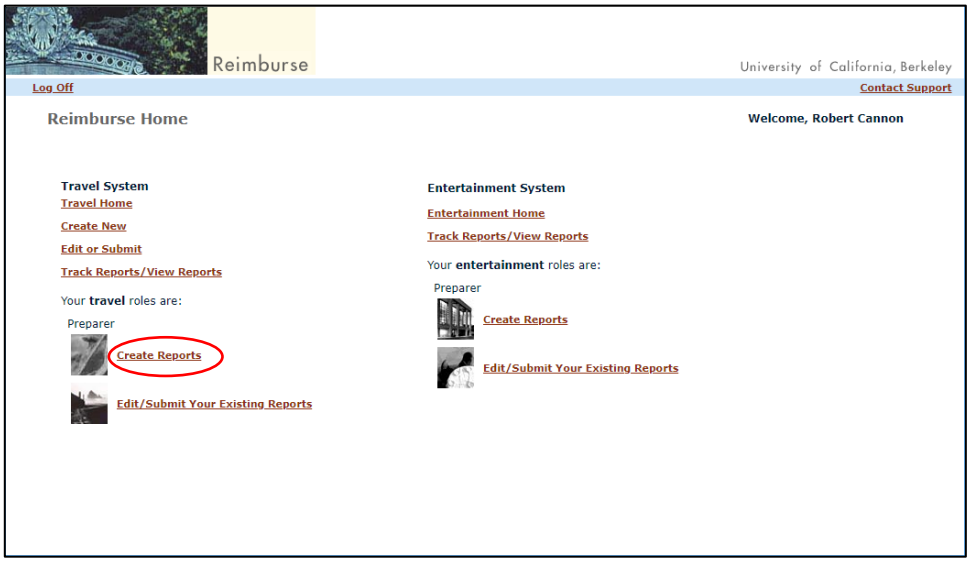
1. Log into the Travel Reimbursement System

- 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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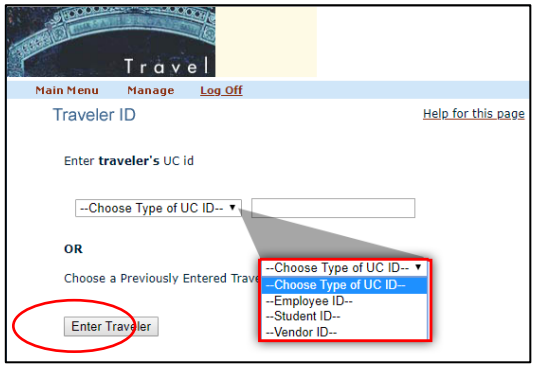
3. Traveler ID

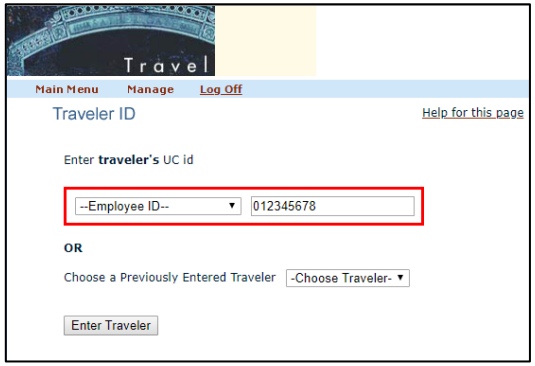
Please note that many questions may be answered using the **Help for this page** link. You may find this link in the upper-right of each page.

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 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**.

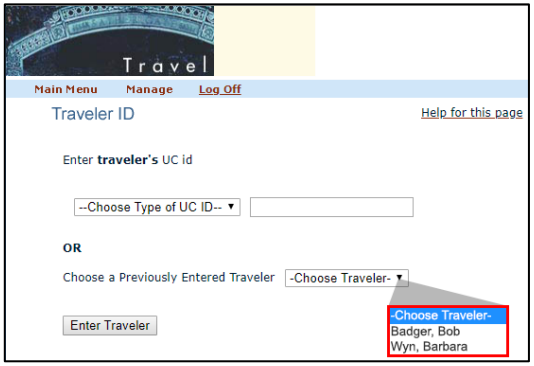


If the traveler is a **vendor** and has no **Vendor ID**, obtain one through the Supply Chain Management Vendoring Unit. For instructions, visit https://supplychain.berkeley.edu/vendoring.

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**.



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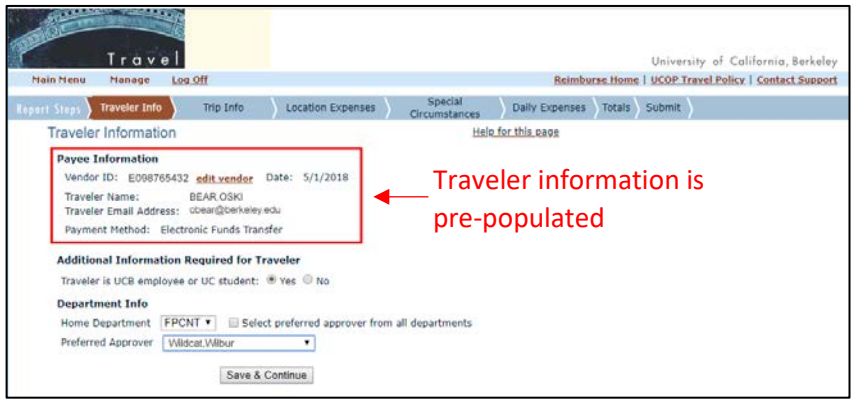
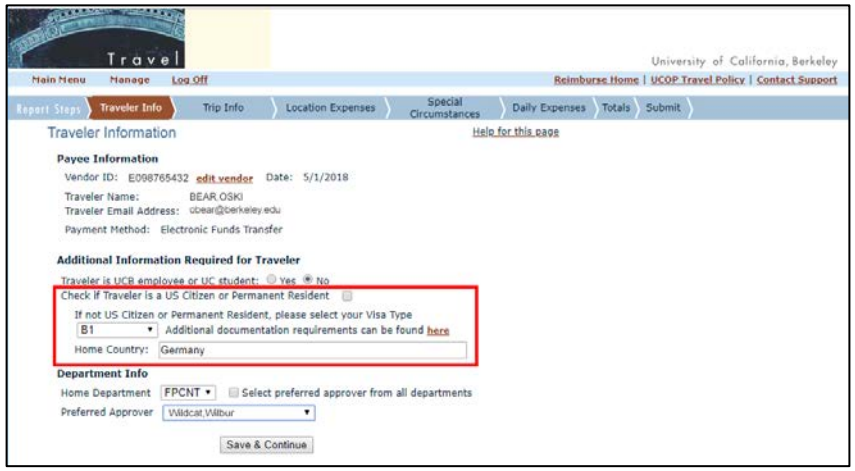
4. Traveler Information

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**.

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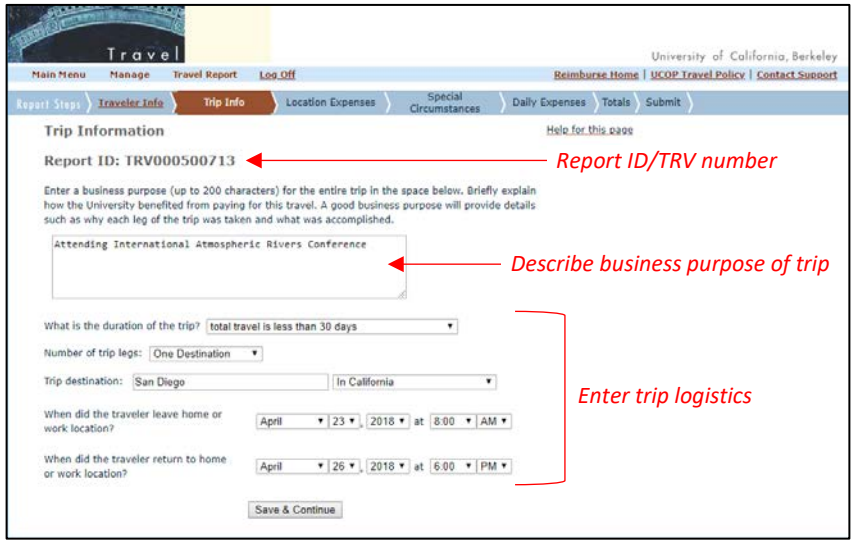
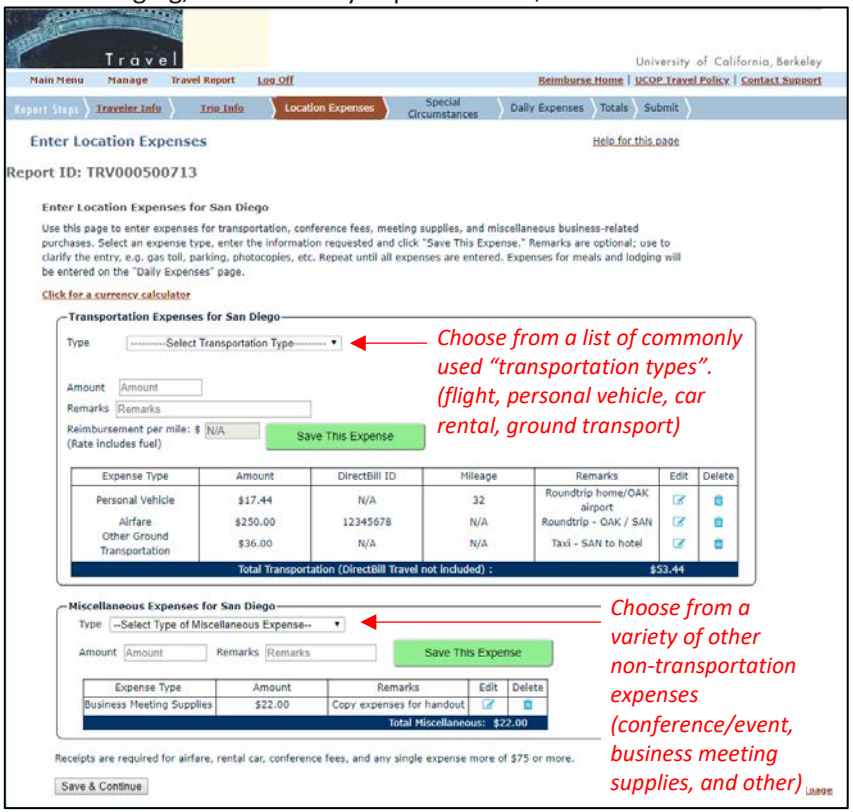
5. Trip Information

- 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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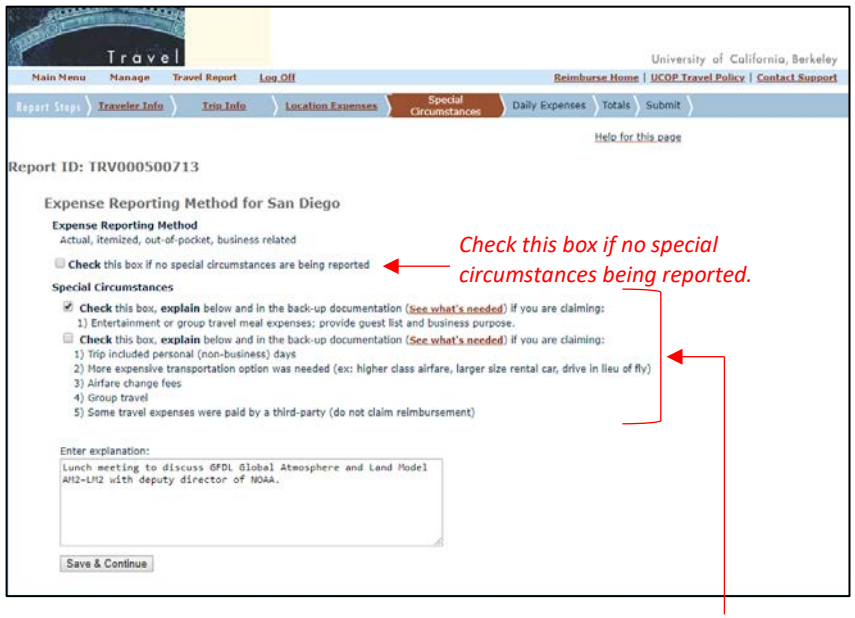
7. Special Circumstances

- 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.



Check this box if no special circumstances being reported.

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)

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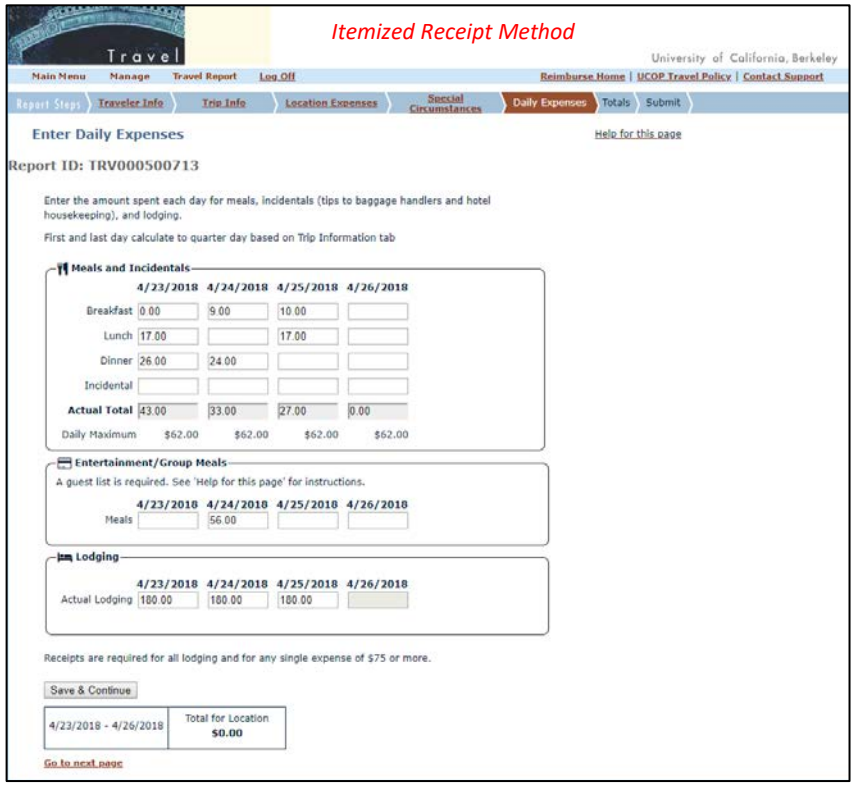
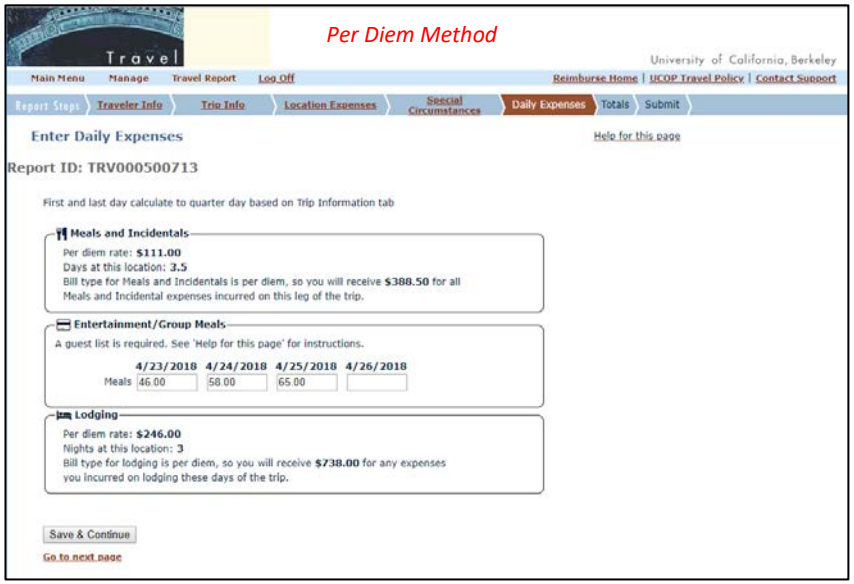
Itemized Receipt Method



Per Diem Method



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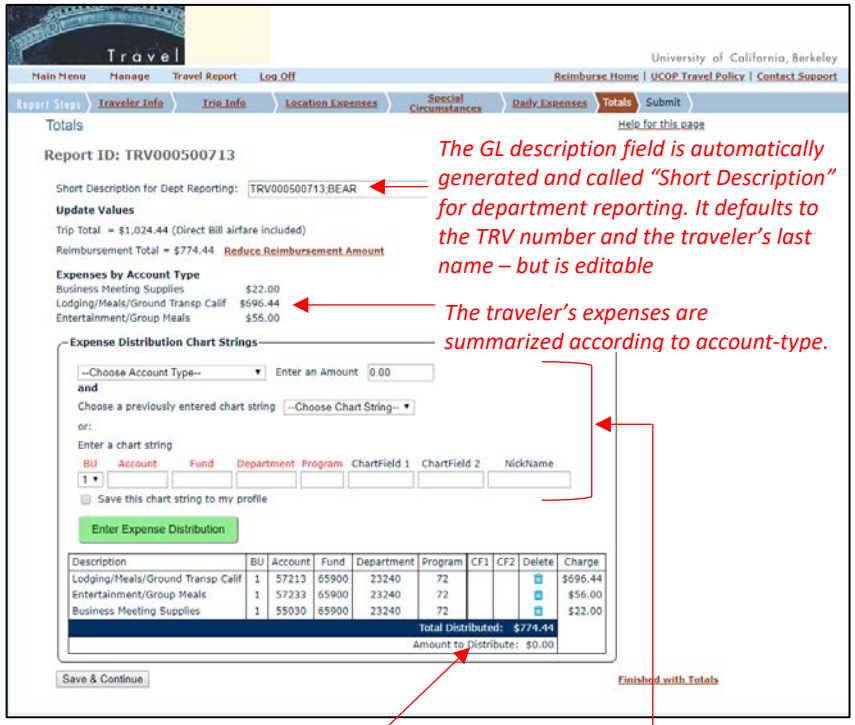
9. Totals

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



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.

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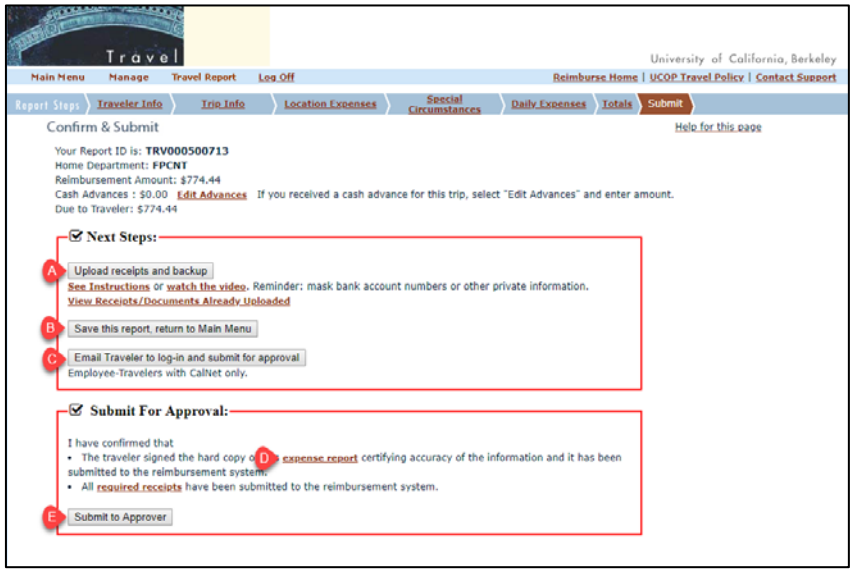
The traveler must sign the page and send a signed copy back to the Preparer. Please note that Accounts Payable will accept other department forms as long as it includes similar certification language, and is signed by the traveler.

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.*