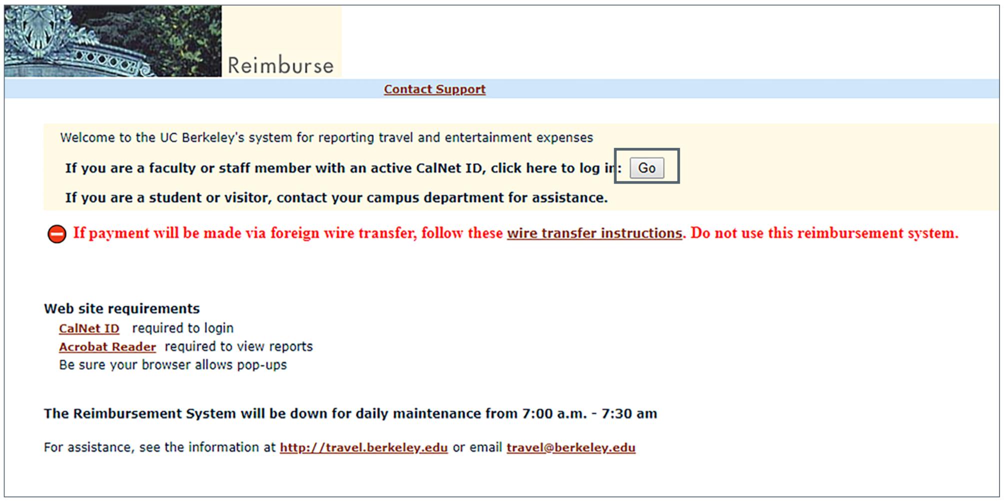
How entertainment preparers create an entertainment reimbursement report

1. Log into the reimbursement system

- Go to **https://reimburse.berkeley.edu**.
- Choose "Go" at the top of the page.
- Log into the system with your CalNet ID and passphrase.

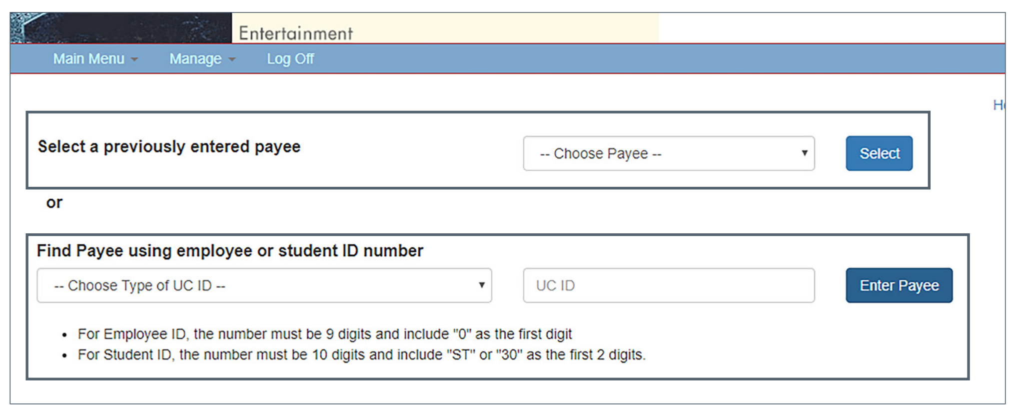


2. Choose "Create Reports"

- From the Reimburse home page, go to the Preparer role section and choose "Create Reports".
- If you have prepared a report for this payee before, select the payee from the dropdown list next to "Select a previously entered payee".
- If you have not prepared a report for this payee before, choose the type of ID from the dropdown menu under "Find Payee using employee or student ID number", enter the payee ID, and then choose "Enter Payee".

You can choose a previously entered payee from this dropdown list by selecting "Choose Payee" and then clicking "Select".

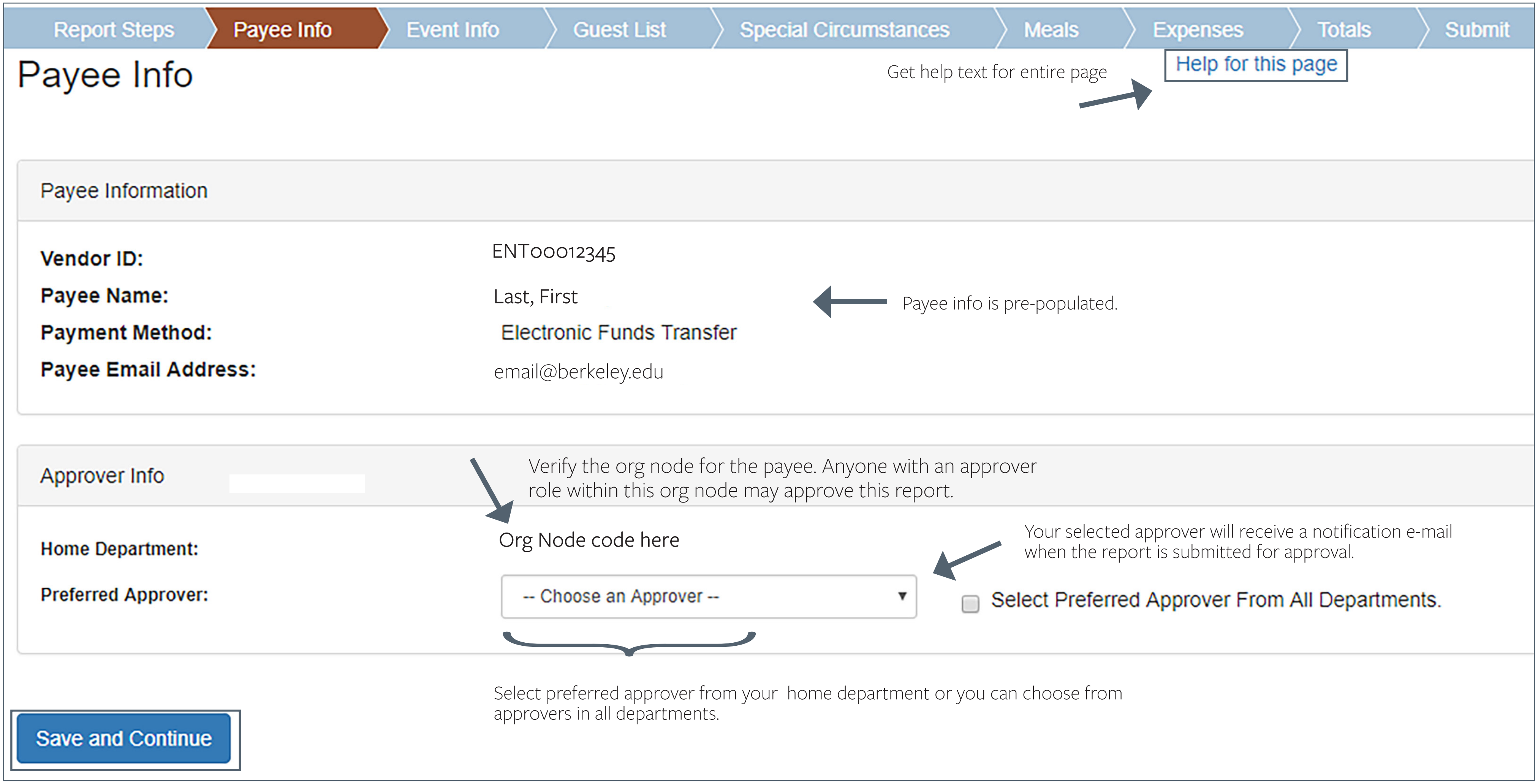
If the payee is an employee or student of UCB, ask for their employee or student ID and enter it in the field to the right. When you are done, click "Enter Payee".



3. Payee Info

- Payee name, vendor ID and e-mail will be automatically populated.
- Choose your Preferred Approver.
- When finished, choose "Save and Continue."

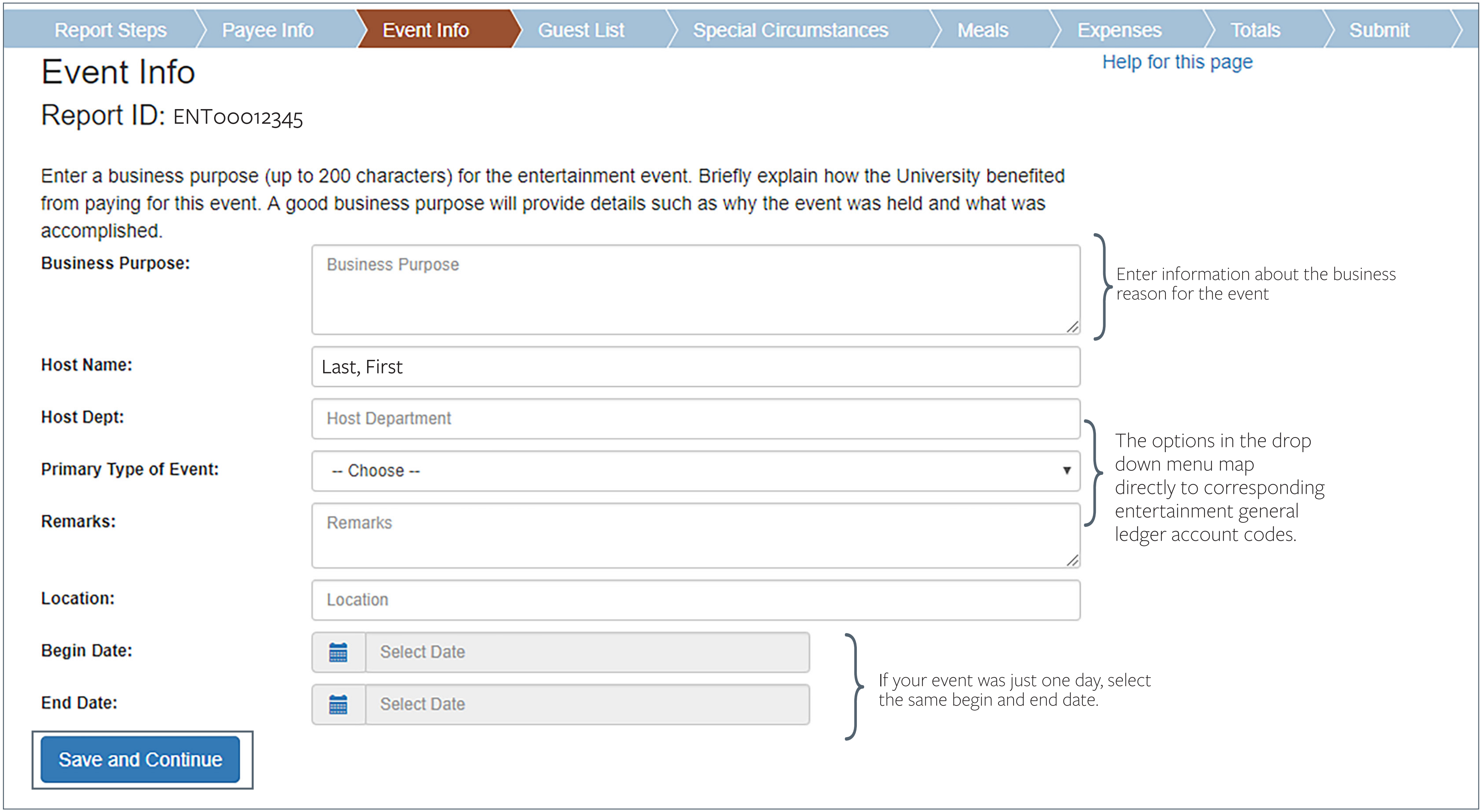
Payee Info



4. Enter your event details

- A report ID number will be automatically generated for your report.
- Enter a business purpose for the event.
- Enter the name of your host, the type of event, location, dates, and any other relevant info in "Remarks."
- When finished, choose "Save and Continue."

Event Info


Report Steps | Payee Info | Event Info | Guest List | Special Circumstances | Meals | Expenses | Totals | Submit

Help for this page

Event Info

Report ID: ENT00012345

Enter a business purpose (up to 200 characters) for the entertainment event. Briefly explain how the University benefited from paying for this event. A good business purpose will provide details such as why the event was held and what was accomplished.

Business Purpose: Business Purpose

Enter information about the business reason for the event

Host Name: Last, First

Host Dept: Host Department

Primary Type of Event: -- Choose --

Remarks: Remarks

The options in the drop down menu map directly to corresponding entertainment general ledger account codes.

Location: Location

Begin Date: Select Date

End Date: Select Date

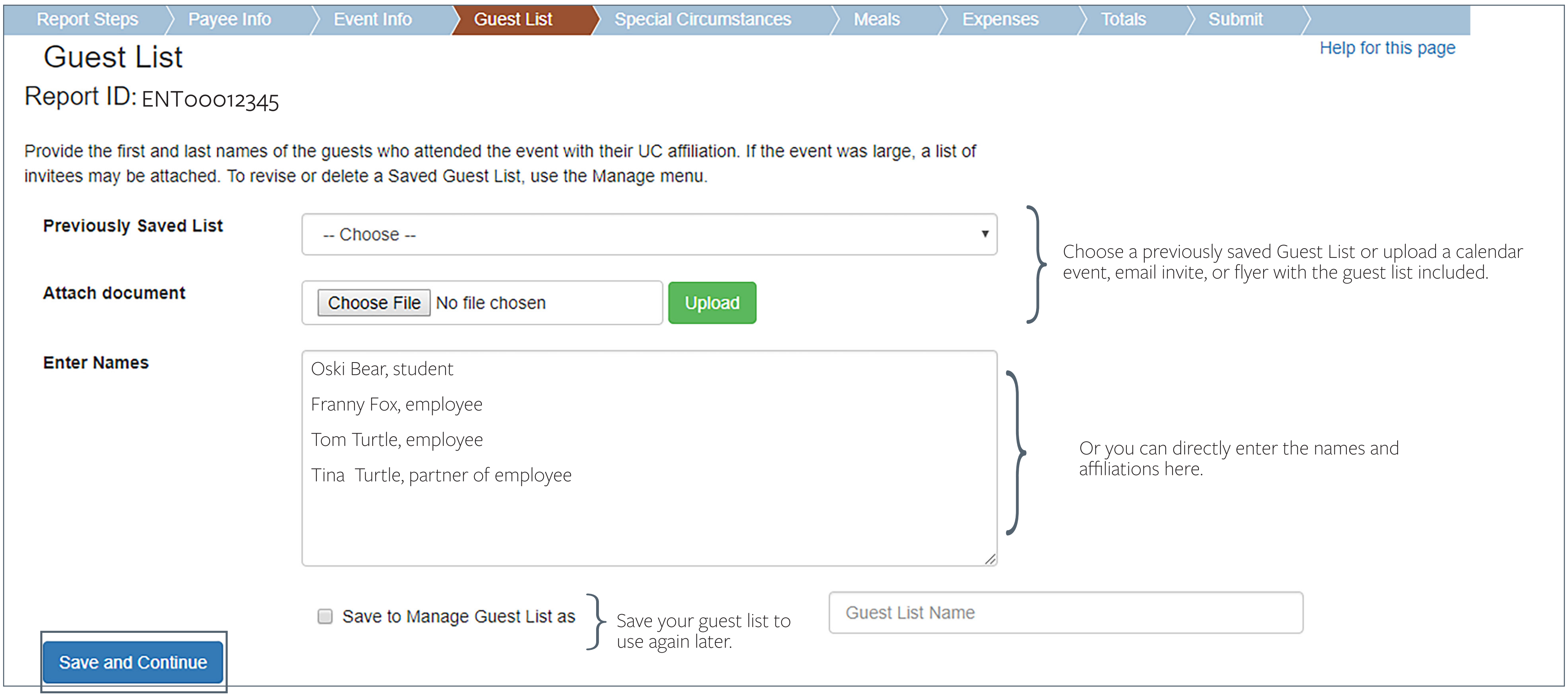
If your event was just one day, select the same begin and end date.

Save and Continue

5. Enter your guest list information

- You're required to add a guest list and there are several ways you can do this.
  - (A) Select a previously saved Guest List.
  - (B) Upload a file (such as a calendar invite) with the guest list in it. If you do this, write "See attached" in the "Enter Names" field.
  - (C) You can manually enter your guest list (name and UC affiliation) in the "Enter Names" field.
- If the event was an open invitation, for example Cal Day, then use the "Attach document" feature to attach a copy of the invitation or announcement that went out to the invitees. If you do this, write "See attached" in the "Enter Names" field.
- Once you have a guest list, you can choose "Save to Manage Guest List as" to save it for a future expense report.
- When finished, choose "Save and Continue."

Guest List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Guest List

Report ID: ENT00012345

Provide the first and last names of the guests who attended the event with their UC affiliation. If the event was large, a list of invitees may be attached. To revise or delete a Saved Guest List, use the Manage menu.

Previously Saved List -- Choose --

Attach document Choose File No file chosen Upload

Choose a previously saved Guest List or upload a calendar event, email invite, or flyer with the guest list included.

Enter Names

Oski Bear, student
Franny Fox, employee
Tom Turtle, employee
Tina Turtle, partner of employee

Or you can directly enter the names and affiliations here.

Save to Manage Guest List as

Save your guest list to use again later.

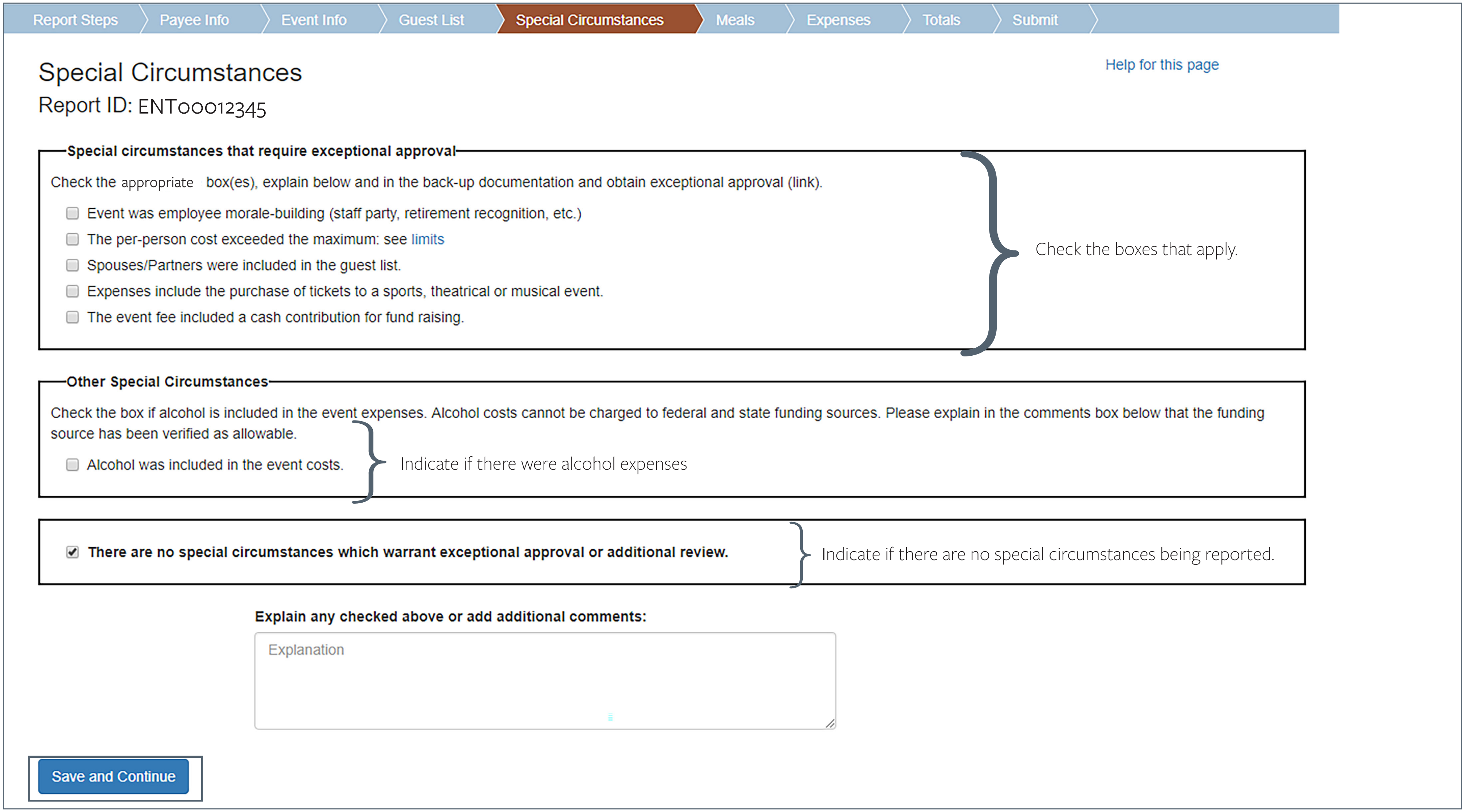
Guest List Name

Save and Continue

6. Indicate any special circumstances

- Indicate any special circumstances by checking the applicable boxes.
- Indicate if there was alcohol purchased.
- Check the box if there were no special circumstances.
- Use the "Explanation" box to explain special circumstances or add information the approver may need to know.
- When finished, choose "Save and Continue."

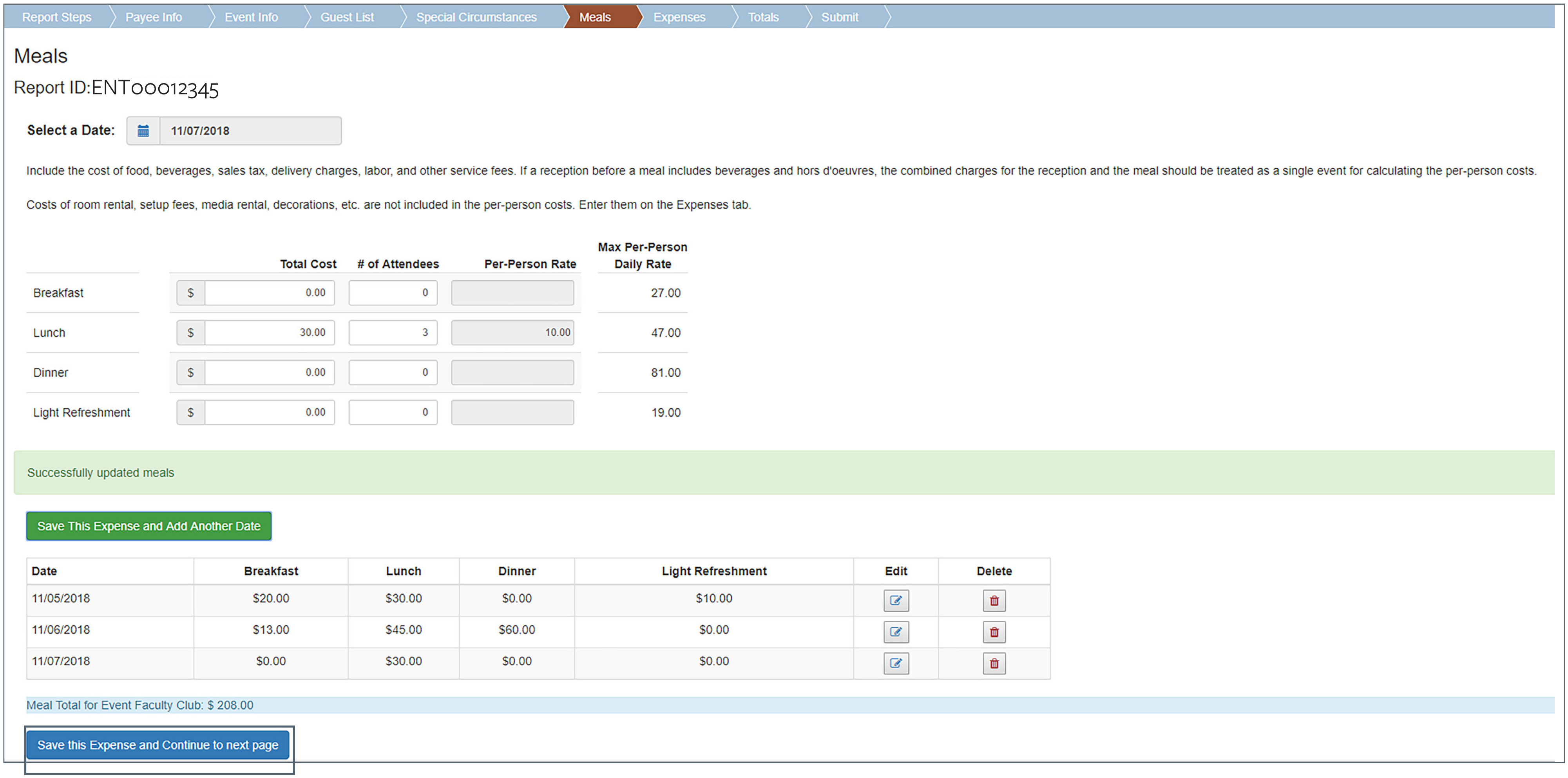
Special Circumstances



7. Enter meal expenses

- Select a date at the top of the screen if your event was more than one day.
- Enter the meal costs and number of attendees and click "Save this Expense and Continue" or if your event was over several days, choose "Save this expense and Add Another Date."
  - When you select "Save this expense and Add Another Date", it will automatically default to the next date in the date range selected. If that is not the next date of a meal expense, just click on the "Select a Date" field at the top and select the date of the next meal expense.
- The meal costs will total at the bottom of the page.
- When you're done entering meal costs, click "Save this Expense and Continue to Next Page."

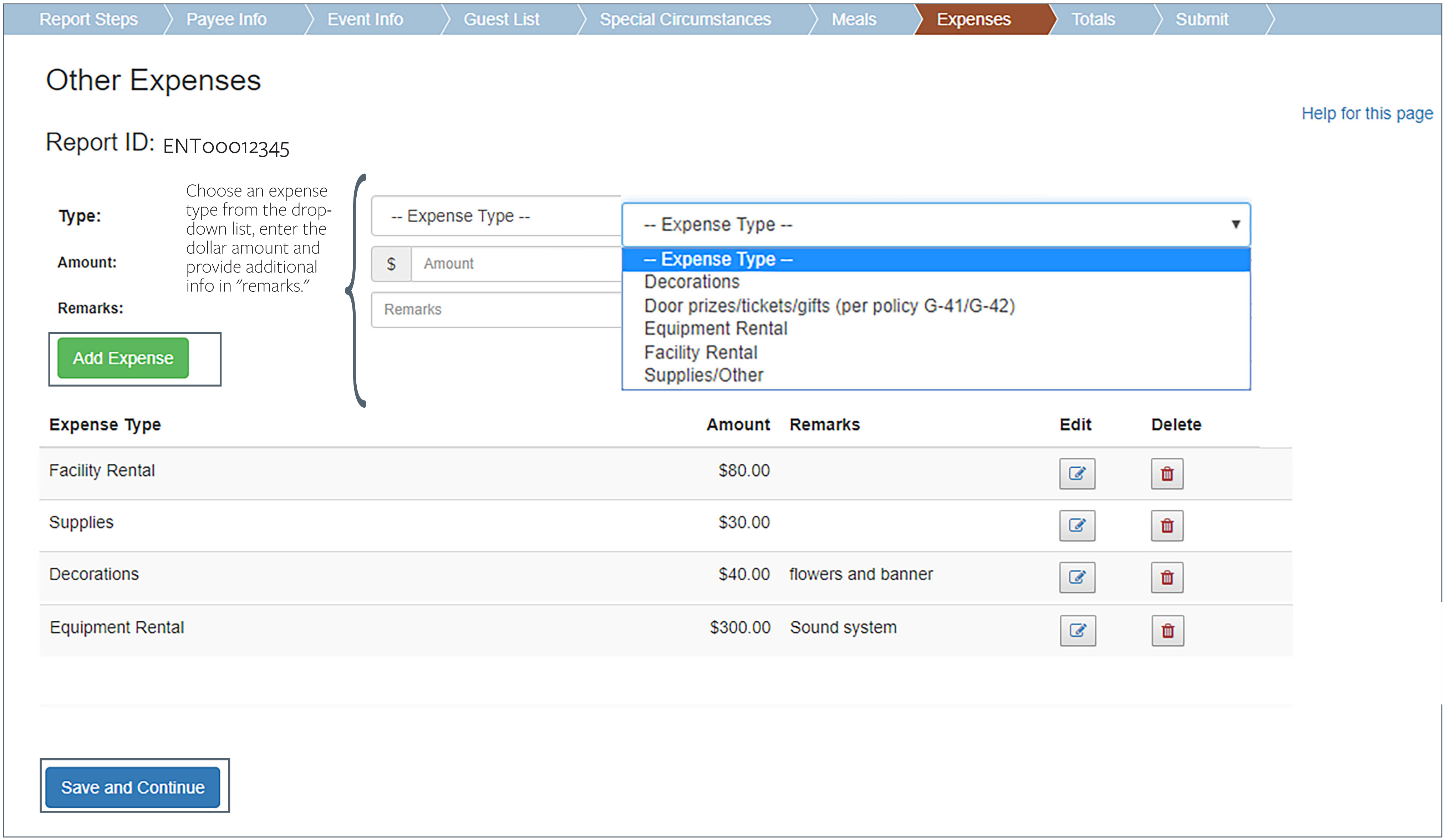
Meal Expenses



8. Enter other expenses

- If there are non-meal expenses to be reimbursed, enter them here.
- Choose the expense type, enter the amount, and describe it in the remarks box.
- Click on "Add Expense." Continue to select and add another expense type, if needed.
- When finished, choose "Save and Continue."

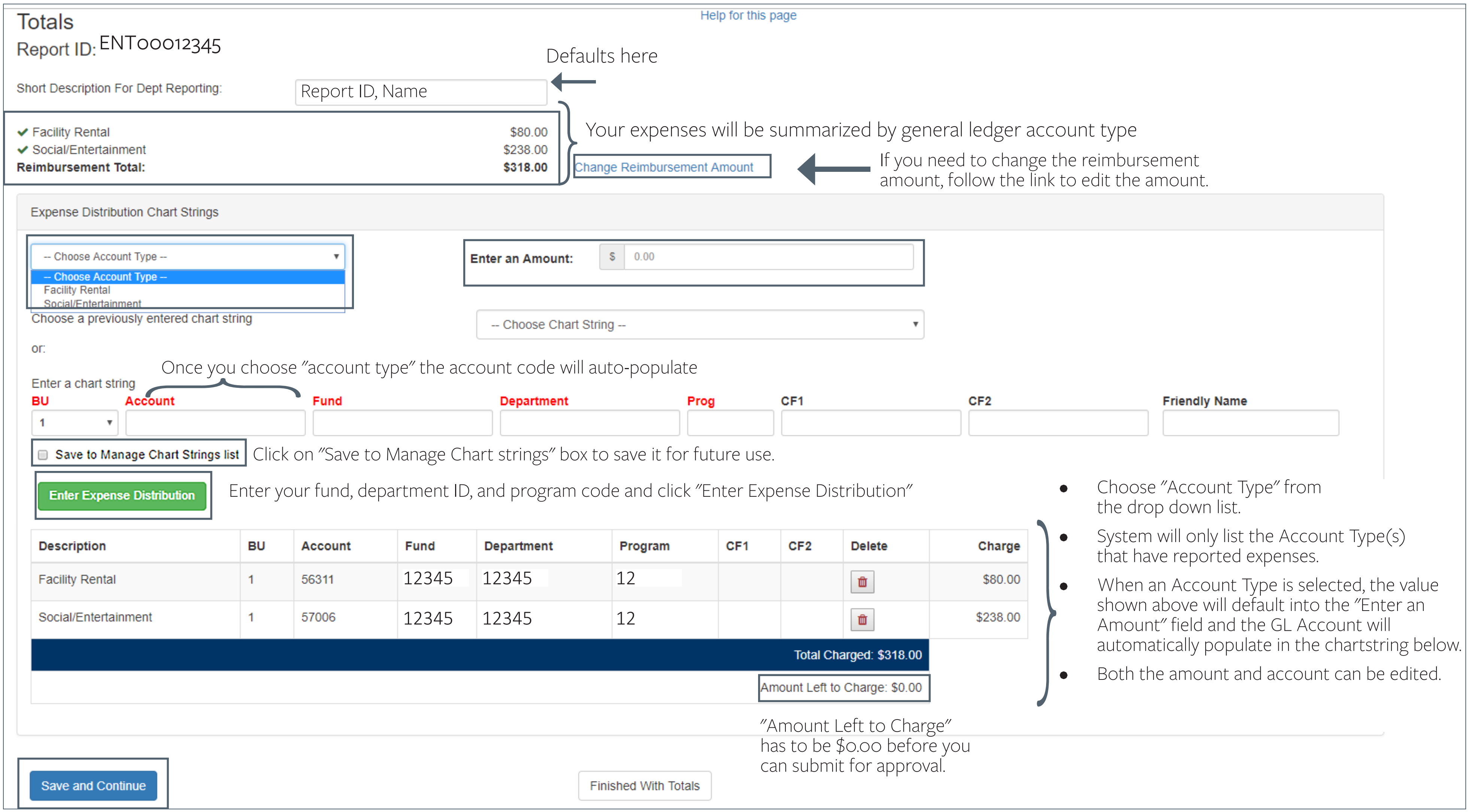
Expenses



9. Enter totals

- This page is where you can enter and save your chartstring information, as well as review your total amount to be reimbursed.
- Choose your account type from a dropdown list, then enter the amount and populate the chartstring.
- Once you populate a chartstring, click on "Save to Manage Chart strings" box to save it for future use.
- When you are done entering your chartstring(s), click "Save and Continue."

Totals



10. Submit your report

- The total reimbursement amount will show at the top of the page. If it is correct, upload your receipts and save or submit your report.
- If the total is incorrect, click on the menu options in blue at the top of the page to go back and edit your entries.
- If you haven't already submitted your receipts, you can submit them now by clicking the "Upload Receipts" button and upload your receipts to the report.
- If you need to, you can save this report and submit it later.
- When your report is complete, you can submit it in one of two ways:
- A - If the payee is an employee, click the "Email Event Coordinator to log-in and submit for approval" button. This will automatically generate an email to the payee instructing them to log in, verify the accuracy of the report and submit the report for approval. Their CalNet authentication to log in to the system is their electronic signature. A wet signature is not needed.
- B - If the payee is a student, or the employee payee prefers not to submit within the system, the preparer will need to print the summary of the report and provide it to the payee for review and signature. After the paper report is signed, upload it to the system and submit the online report for approval by choosing "Submit these expenses for Approval" .

Confirm and Submit