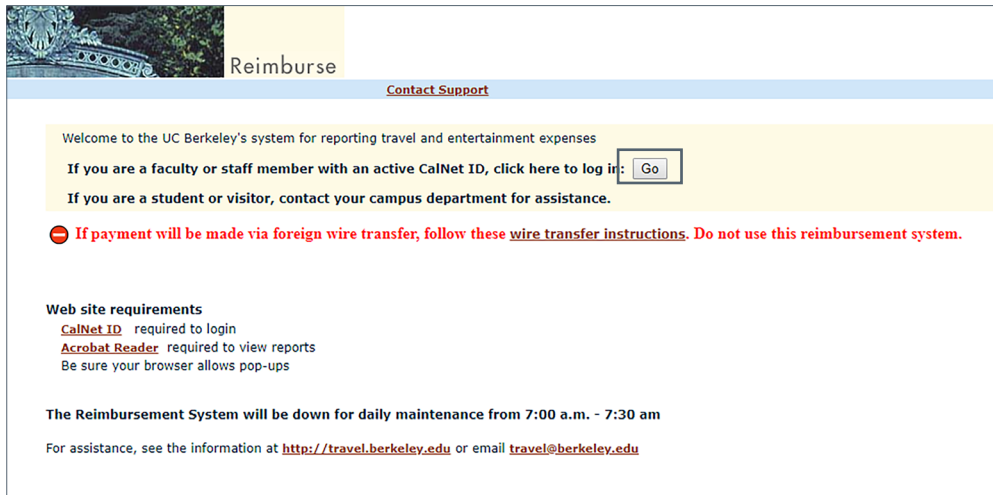


# How entertainment preparers create an entertainment reimbursement report

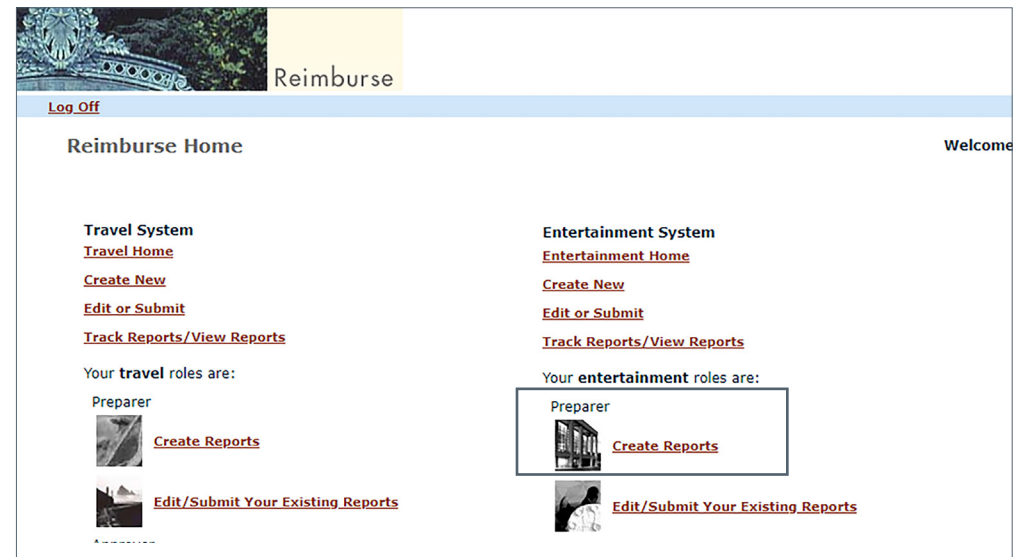
## 1. Log into the reimbursement system

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



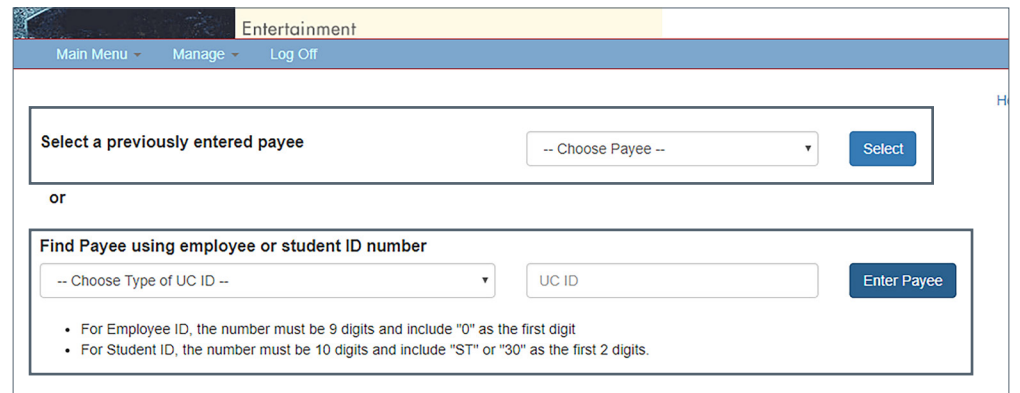
## 2. Choose "Create Reports"

- 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

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

## Payee Info

Get help text for entire page [Help for this page](#)

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**Payee Information**

<b>Vendor ID:</b>	ENT00012345
<b>Payee Name:</b>	Last, First
<b>Payment Method:</b>	Electronic Funds Transfer
<b>Payee Email Address:</b>	email@berkeley.edu

← Payee info is pre-populated.

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**Approver Info**

Verify the org node for the payee. Anyone with an approver role within this org node may approve this report.

<b>Home Department:</b>	Org Node code here
<b>Preferred Approver:</b>	<input type="text" value="-- Choose an Approver --"/>

Select Preferred Approver From All Departments.

Your selected approver will receive a notification e-mail when the report is submitted for approval.

Select preferred approver from your home department or you can choose from approvers in all departments.

[Save and Continue](#)

## 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 StepsPayee InfoEvent InfoGuest ListSpecial CircumstancesMealsExpensesTotalsSubmit

## Event Info

[Help for this page](#)

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:**  } Enter information about the business reason for the event

**Host Name:**

**Host Dept:**

**Primary Type of Event:**  } The options in the drop down menu map directly to corresponding entertainment general ledger account codes.

**Remarks:**

**Location:**

**Begin Date:**

**End 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

Report Steps > Payee Info > Event Info > **Guest List** > Special Circumstances > Meals > Expenses > Totals > Submit > [Help for this page](#)

### 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**

**Attach document**  No file chosen

**Enter Names**

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

Save to Manage Guest List as } Save your guest list to use again later.

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

Or you can directly enter the names and affiliations here.

# 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

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

Special Circumstances [Help for this page](#)

Report ID: ENT00012345

**Special circumstances that require exceptional approval**

Check the appropriate box(es), explain below and in the back-up documentation and obtain exceptional approval (link).

- Event was employee morale-building (staff party, retirement recognition, etc.)
- The per-person cost exceeded the maximum: see [limits](#)
- Spouses/Partners were included in the guest list.
- Expenses include the purchase of tickets to a sports, theatrical or musical event.
- The event fee included a cash contribution for fund raising.

Check the boxes that apply.

**Other Special Circumstances**

Check the box if alcohol is included in the event expenses. Alcohol costs cannot be charged to federal and state funding sources. Please explain in the comments box below that the funding source has been verified as allowable.

- Alcohol was included in the event costs. } Indicate if there were alcohol expenses

**There are no special circumstances which warrant exceptional approval or additional review.** } Indicate if there are no special circumstances being reported.

**Explain any checked above or add additional comments:**

Explanation

[Save and Continue](#)

## 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

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

#### Meals

Report ID: ENT00012345

Select a Date:

Include the cost of food, beverages, sales tax, delivery charges, labor, and other service fees. If a reception before a meal includes beverages and hors d'oeuvres, the combined charges for the reception and the meal should be treated as a single event for calculating the per-person costs.

Costs of room rental, setup fees, media rental, decorations, etc. are not included in the per-person costs. Enter them on the Expenses tab.

	Total Cost	# of Attendees	Per-Person Rate	Max Per-Person Daily Rate
Breakfast	\$ 0.00	0		27.00
Lunch	\$ 30.00	3	10.00	47.00
Dinner	\$ 0.00	0		81.00
Light Refreshment	\$ 0.00	0		19.00

Successfully updated meals

Save This Expense and Add Another Date

Date	Breakfast	Lunch	Dinner	Light Refreshment	Edit	Delete
11/05/2018	\$20.00	\$30.00	\$0.00	\$10.00		
11/06/2018	\$13.00	\$45.00	\$60.00	\$0.00		
11/07/2018	\$0.00	\$30.00	\$0.00	\$0.00		

Meal Total for Event Faculty Club: \$ 208.00

Save this Expense and Continue to next page

# 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**

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

## Other Expenses

Help for this page

Report ID: ENT00012345

**Type:** Choose an expense type from the drop-down list, enter the dollar amount and provide additional info in "remarks."

**Amount:**

**Remarks:**

Add Expense

-- Expense Type --

\$ Amount

Remarks

-- Expense Type --

-- Expense Type --

- Decorations
- Door prizes/tickets/gifts (per policy G-41/G-42)
- Equipment Rental
- Facility Rental
- Supplies/Other

Expense Type	Amount	Remarks	Edit	Delete
Facility Rental	\$80.00			
Supplies	\$30.00			
Decorations	\$40.00	flowers and banner		
Equipment Rental	\$300.00	Sound system		

Save and Continue

# 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

### Totals

Report ID: ENT00012345

Short Description For Dept Reporting:

[Help for this page](#)

Defaults here

<input checked="" type="checkbox"/>	Facility Rental	\$80.00
<input checked="" type="checkbox"/>	Social/Entertainment	\$238.00
<b>Reimbursement Total:</b>		<b>\$318.00</b>

[Change Reimbursement Amount](#)

Expense Distribution Chart Strings

Choose a previously entered chart string

– Choose Account Type –

– Choose Account Type –

Facility Rental

Social/Entertainment

Enter an Amount:

– Choose Chart String –

or:

Enter a chart string

<b>BU</b>	<b>Account</b>	<b>Fund</b>	<b>Department</b>	<b>Prog</b>	<b>CF1</b>	<b>CF2</b>	<b>Friendly Name</b>
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save to Manage Chart Strings list Click on "Save to Manage Chart strings" box to save it for future use.

Enter your fund, department ID, and program code and click "Enter Expense Distribution"

Description	BU	Account	Fund	Department	Program	CF1	CF2	Delete	Charge
Facility Rental	1	56311	12345	12345	12			<input type="button" value="Delete"/>	\$80.00
Social/Entertainment	1	57006	12345	12345	12			<input type="button" value="Delete"/>	\$238.00
<b>Total Charged: \$318.00</b>									
									Amount Left to Charge: \$0.00

Your expenses will be summarized by general ledger account type

If you need to change the reimbursement amount, follow the link to edit the amount.

Once you choose "account type" the account code will auto-populate

- Choose "Account Type" from the drop down list.
- System will only list the Account Type(s) that have reported expenses.
- When an Account Type is selected, the value shown above will default into the "Enter an Amount" field and the GL Account will automatically populate in the chartstring below.
- Both the amount and account can be edited.

"Amount Left to Charge" has to be \$0.00 before you can submit for approval.



## 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

## Confirm & Submit Help for this page

Your Report ENT00012345 499  
Home Department Department (org node)  
Reimbursement Amount: \$90.00

**Next Steps:**

**Upload receipts and backup** ← Upload and submit your receipts directly in the system.  
[See Instructions](#). Reminder: mask bank account numbers or other private information.  
[View Receipts/Documents Already Uploaded](#)

**Save this report, return to Main Menu** ← You can save the report and edit it again.

**Email Event Coordinator to log-in and submit for approval** ← For employee payees, we recommend submitting the report for approval this way.  
**Employee-Event Coordinators with Calnet only.** ← When you click "Email Event Coordinator" this will automatically generate an email to the employee 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.

**Submit For Approval:**

I have confirmed that

- The event coordinator signed the hard copy of this [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.

**Submit these expenses for Approval**

Use this option to submit if the payee is a student or the employee payee prefers not to submit within the system but instead sign with a wet signature.

Click on the expense report link to bring up a summary of the report with a place to obtain the payee's 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".

Submit option A

Submit option B