How to submit your entertainment reimbursement request

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 New"

- An instructions page will pop up - this is useful if you would like details on what to do before you begin to fill out the report.
- When ready, choose "Let's Begin" at the bottom of the page.

Reimburse

Contact Support

Welcome to the UC Berkeley's system for reporting travel and entertainment expenses

If you are a faculty or staff member with an active CalNet ID, click here to log in: [Go]

If you are a student or visitor, contact your campus department for assistance.
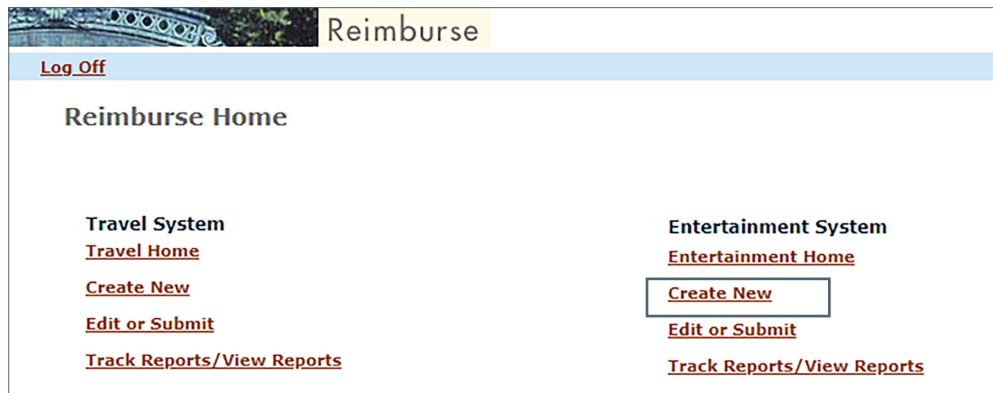
🚫 If payment will be made via foreign wire transfer, follow these **wire transfer instructions**. Do not use this reimbursement system.

Web site requirements
CalNet ID   required to login
Acrobat Reader   required to view reports
Be sure your browser allows pop-ups

The Reimbursement System will be down for daily maintenance from 7:00 a.m. - 7:30 am

For assistance, see the information at http://travel.berkeley.edu or email travel@berkeley.edu
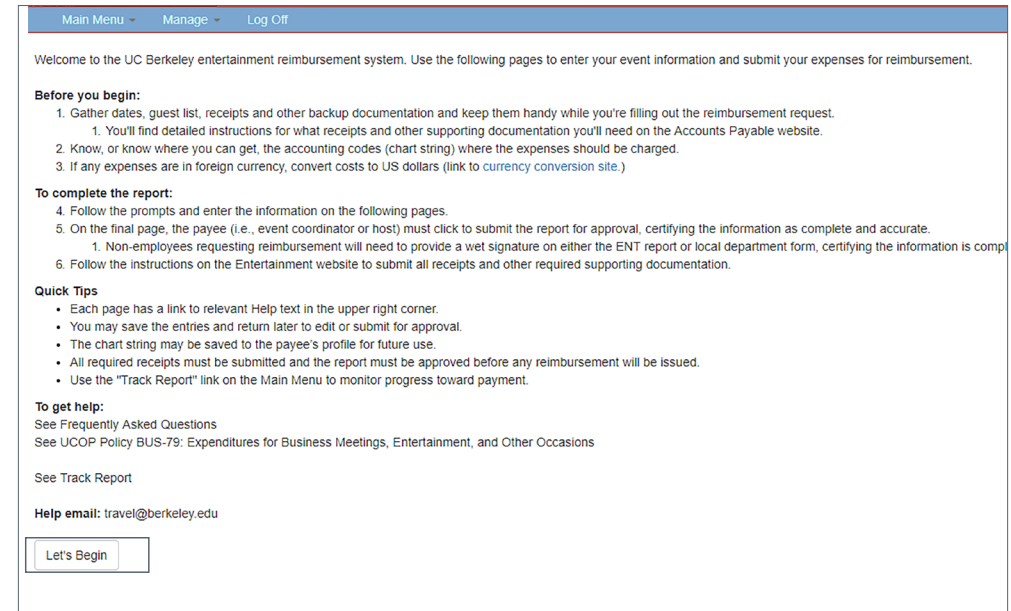

Reimburse

Log Off

Reimburse Home

Travel System
Travel Home
Create New
Edit or Submit
Track Reports/View Reports

Entertainment System
Entertainment Home
[Create New]
Edit or Submit
Track Reports/View Reports

Main Menu   Manage   Log Off

Welcome to the UC Berkeley entertainment reimbursement system. Use the following pages to enter your event information and submit your expenses for reimbursement.

Before you begin:
1. Gather dates, guest list, receipts and other backup documentation and keep them handy while you're filling out the reimbursement request.
   1. You'll find detailed instructions for what receipts and other supporting documentation you'll need on the Accounts Payable website.
2. Know, or know where you can get, the accounting codes (chart string) where the expenses should be charged.
3. If any expenses are in foreign currency, convert costs to US dollars (link to currency conversion site.)

To complete the report:
4. Follow the prompts and enter the information on the following pages.
5. On the final page, the payee (i.e., event coordinator or host) must click to submit the report for approval, certifying the information as complete and accurate.
   1. Non-employees requesting reimbursement will need to provide a wet signature on either the ENT report or local department form, certifying the information is compl
6. Follow the instructions on the Entertainment website to submit all receipts and other required supporting documentation.

Quick Tips
- Each page has a link to relevant Help text in the upper right corner.
- You may save the entries and return later to edit or submit for approval.
- The chart string may be saved to the payee's profile for future use.
- All required receipts must be submitted and the report must be approved before any reimbursement will be issued.
- Use the "Track Report" link on the Main Menu to monitor progress toward payment.

To get help:
See Frequently Asked Questions
See UCOP Policy BUS-79: Expenditures for Business Meetings, Entertainment, and Other Occasions

See Track Report

Help email: travel@berkeley.edu

[Let's Begin]

3. Enter your payee information

- Your name, vendor ID, and email will be automatically populated.
- Your home department will show up automatically.
- 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

Payee Information

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

Payee info is pre-populated.

Approver Info

Home Department:	Org Node code here
Preferred Approver:	-- 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 Steps	Payee Info	Event Info	Guest List	Special Circumstances	Meals	Expenses	Totals	Submit

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 -- ▾

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

Remarks:

> Remarks

Location:

> Location

Begin Date:

> 📅 Select Date

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

End Date:

> 📅 Select Date

Save and Continue

Help for this page

3

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 |

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 --

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

Attach document   Choose File   No file chosen   Upload

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

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: 🗓 11/07/2018

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	Meals	Expenses	Totals	Submit

Other Expenses

Help for this page

Report ID: ENT00012345

Type: -- Expense Type --

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

-- Expense Type --

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

Amount: $ Amount

Remarks: Remarks

Add Expense

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

Help for this page

Totals
Report ID: ENT00012345

Defaults here

Short Description For Dept Reporting: `Report ID, Name`

✔ Facility Rental $80.00
✔ Social/Entertainment $238.00
Reimbursement Total: **$318.00**   Change Reimbursement Amount

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.

Expense Distribution Chart Strings

-- Choose Account Type --
-- Choose Account Type --
Facility Rental
Social/Entertainment

Enter an Amount: $ 0.00

Choose a previously entered chart string   -- Choose Chart String --

or:

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

Enter a chart string

BU	Account	Fund	Department	Prog	CF1	CF2	Friendly Name
1							

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

Enter Expense Distribution 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			🗑	$80.00
Social/Entertainment	1	57006	12345	12345	12			🗑	$238.00
							Total Charged: $318.00		
							Amount Left to Charge: $0.00		

- 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.

Save and Continue   Finished With Totals

8

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.
- When your report is complete, click the button that says "Submit these expenses for Approval."
- If you need to, you can save this report and submit it later.

Support

Contact the Travel & Entertainment Team at entertainment@berkeley.edu with questions.

Confirm and Submit

Confirm & Submit

Your Report ID is: ENT00012345
Home Department: Department (org node)
Reimbursement Amount: $318.00

☑ **Next Steps:**

Upload receipts and backup ← Upload and submit your receipts directly in the system.

See Instructions or watch the video. Reminder: mask bank account numbers or other private information.
View Receipts/Documents Already Uploaded

Save this report, return to Main Menu

☑ **Submit For Approval:**

By submitting this report for approval I certify that:
- The information in this report is a true statement
- The expenses claimed were incurred by me on official University business on the dates shown
- I have not otherwise received reimbursement for these expenses
- Confidential or personal information has been removed from all required receipts before attaching to this expense report.
- I have attached all required receipts, including all expenses of $75 or more.

Submit these expenses for Approval

- Submit report for approval by clicking the submit button.
- The certification language highlights what the person submitting the expense report is responsible for and is certifying.

9