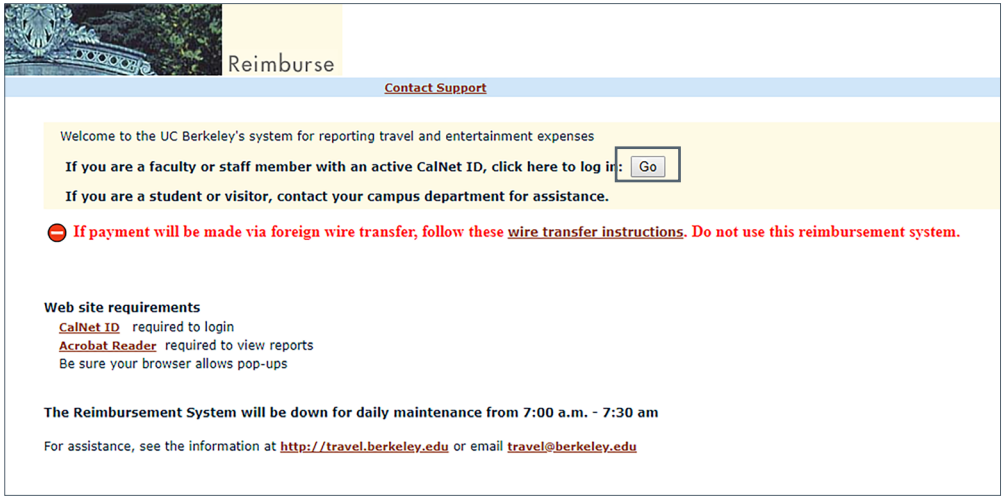
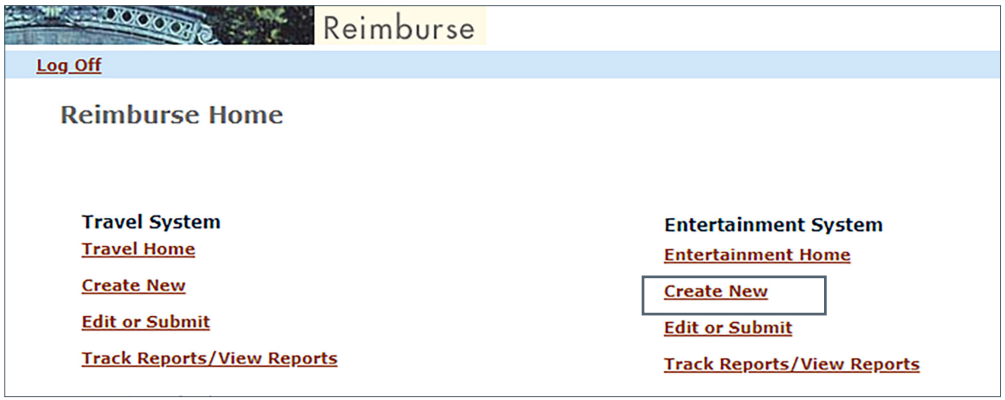
How to submit your entertainment reimbursement request

1. Log into the reimbursement system

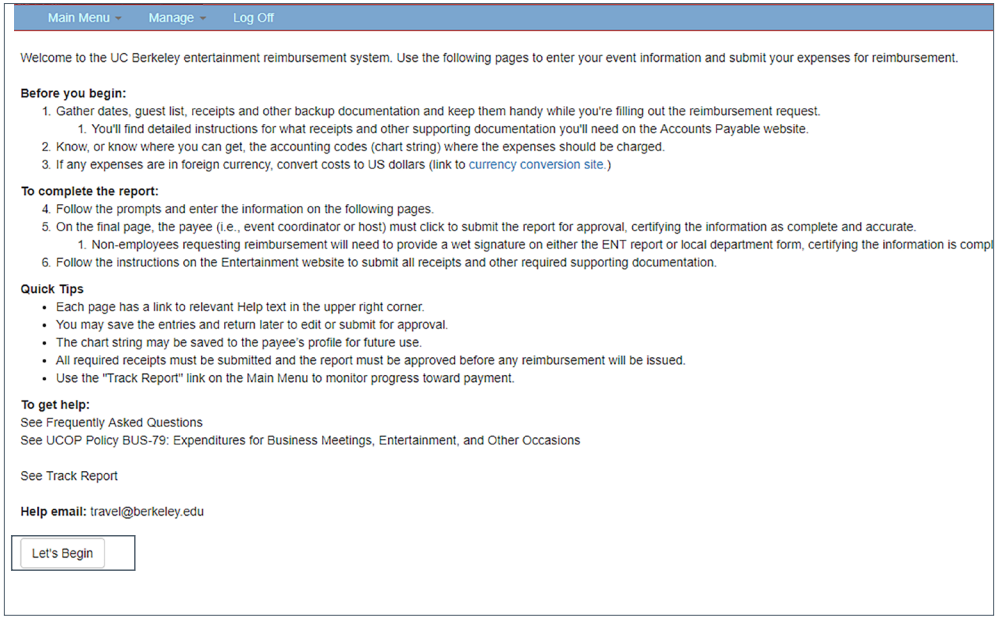
- Go to **https://reimburse.berkeley.edu**.
- Choose "Go" at the top of the page.
- Log into the system with your CalNet ID and passphrase.





2. Choose "Create New"

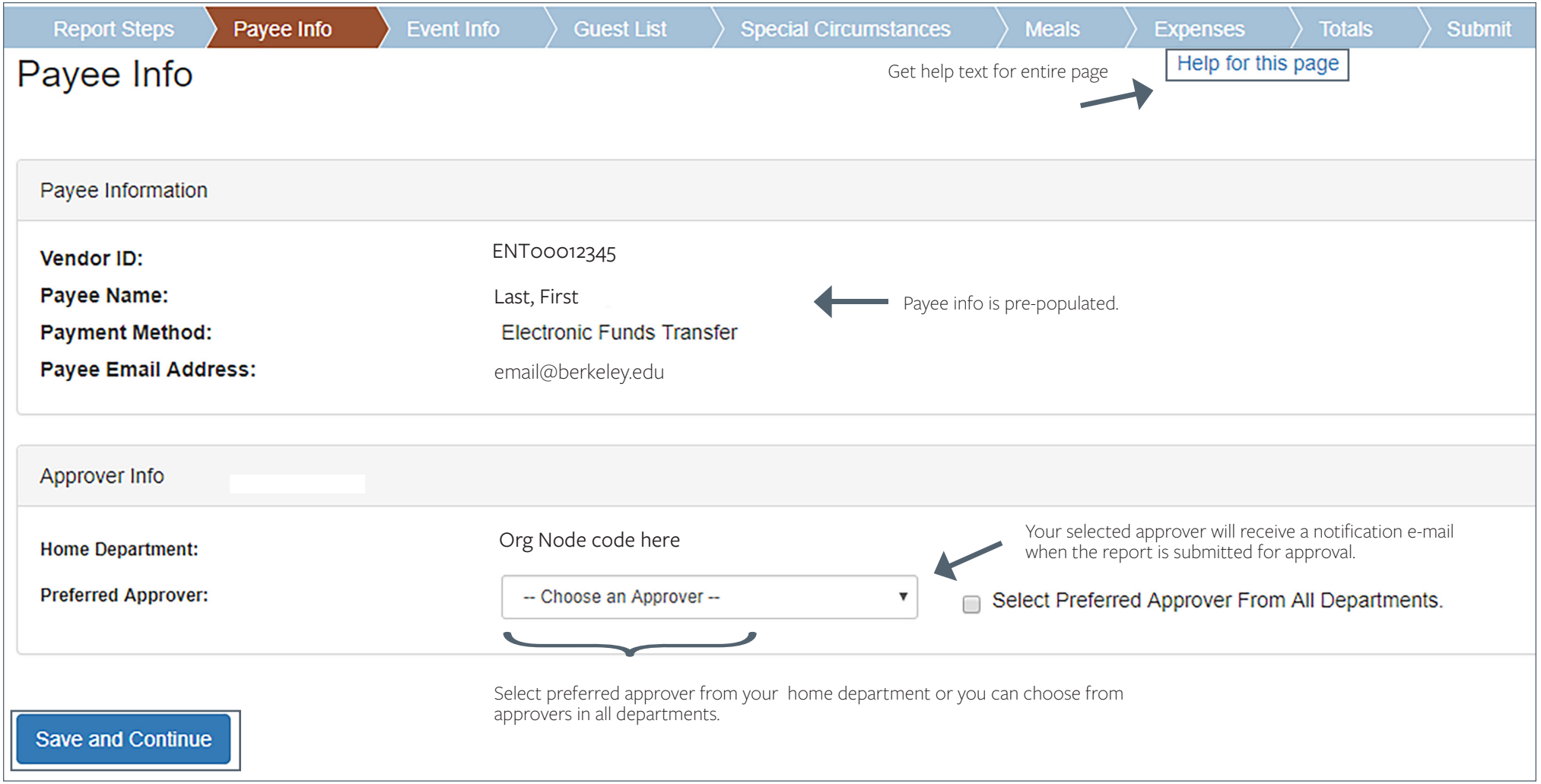
- An instructions page will pop up - this is useful if you would like details on what to do before you begin to fill out the report.
- When ready, choose "Let's Begin" at the bottom of the page.



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."

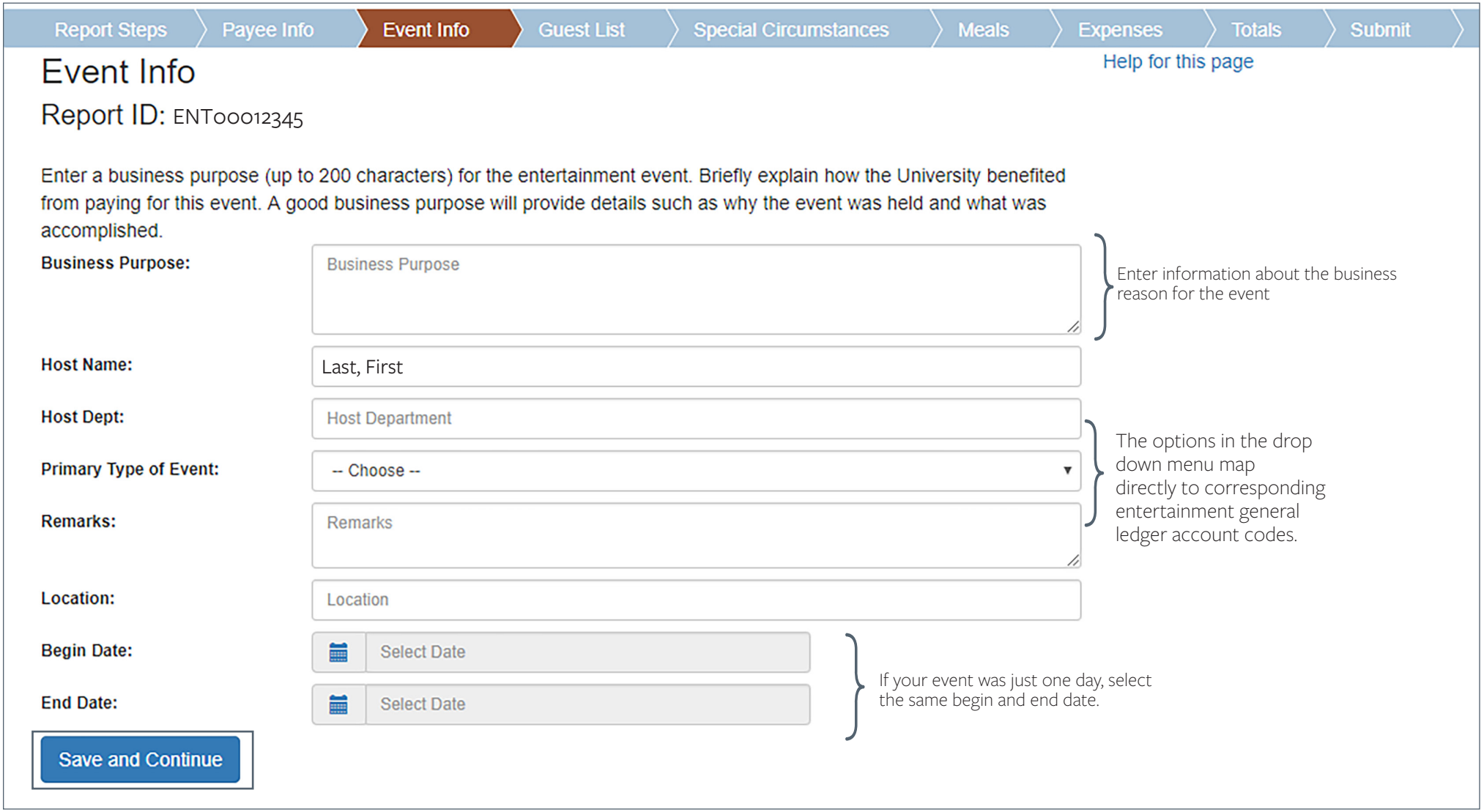
Payee Info



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."

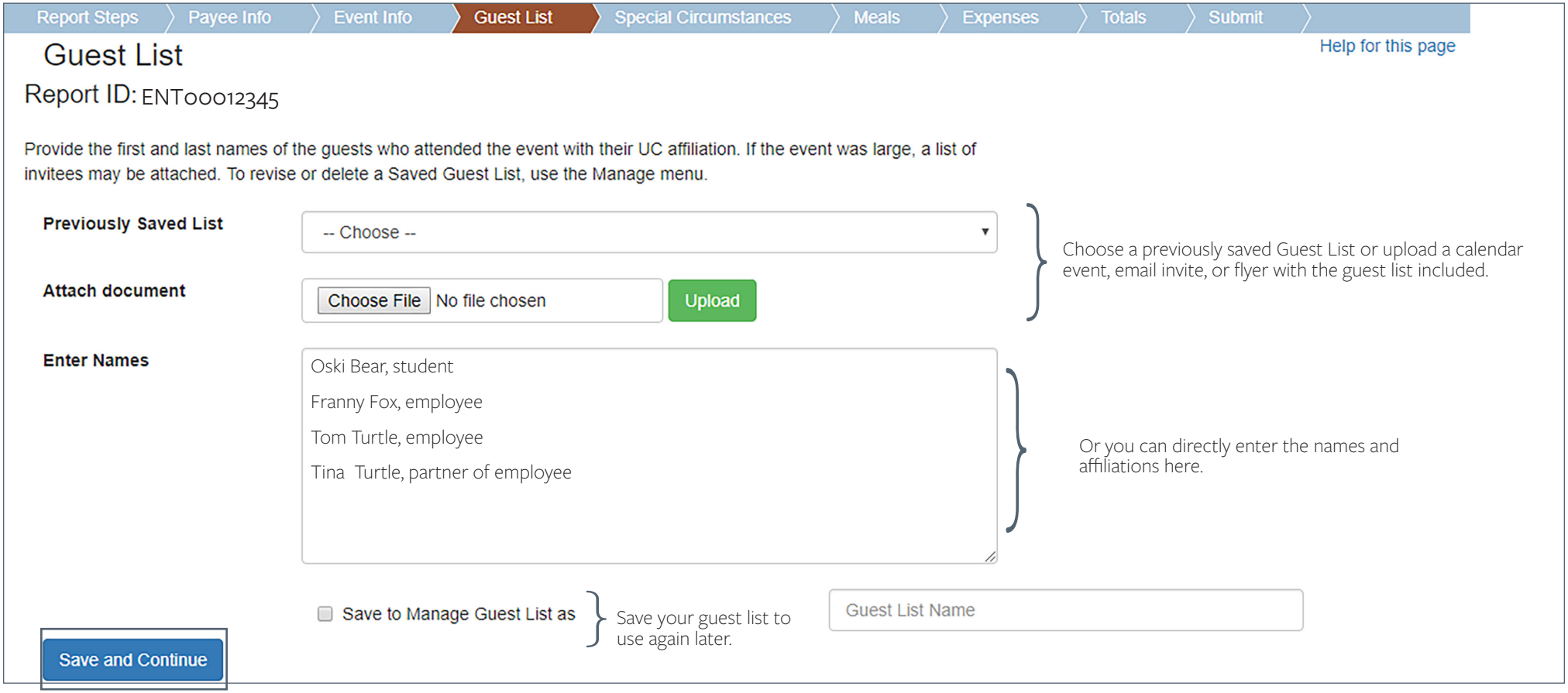
Event Info



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."

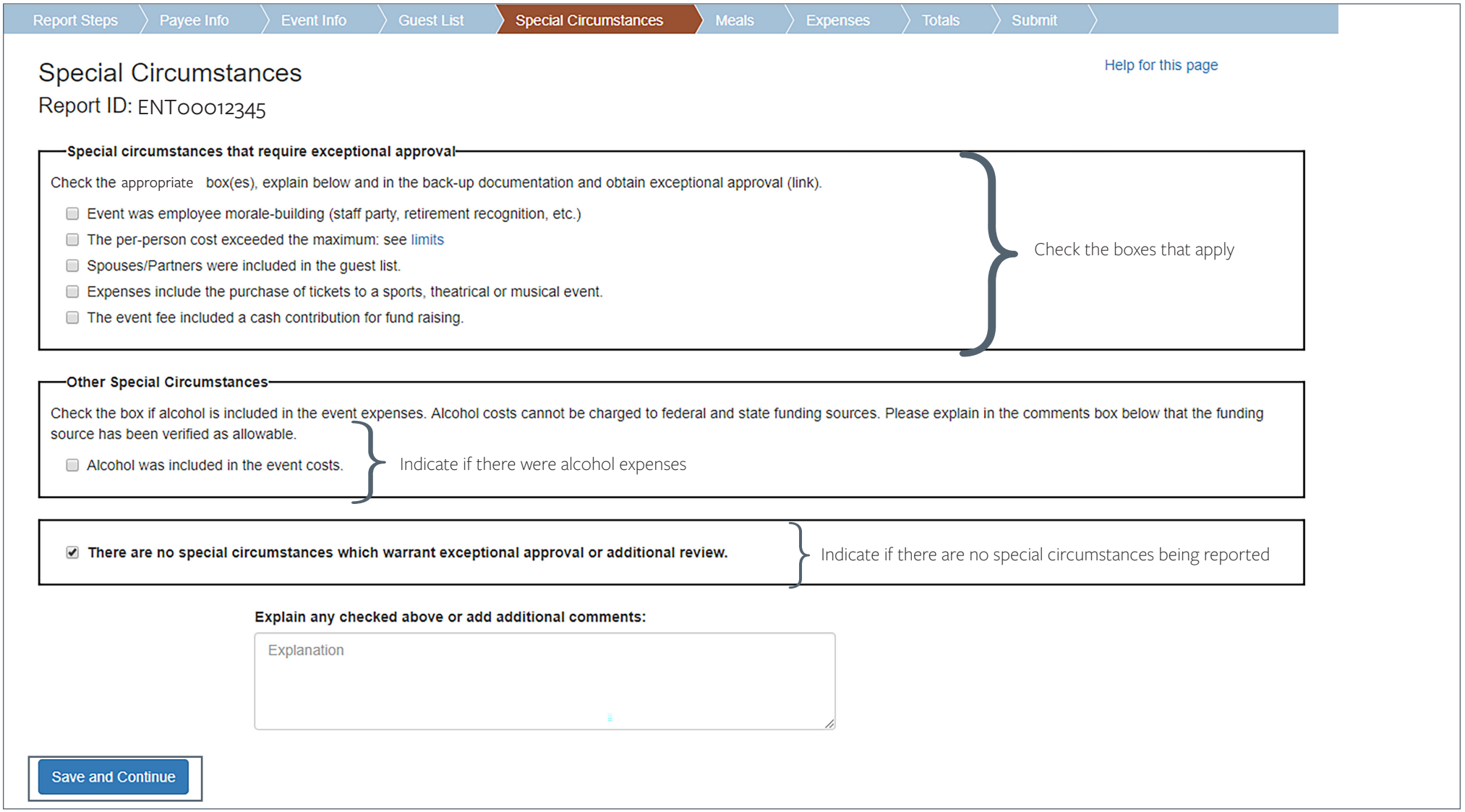
Guest List



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."

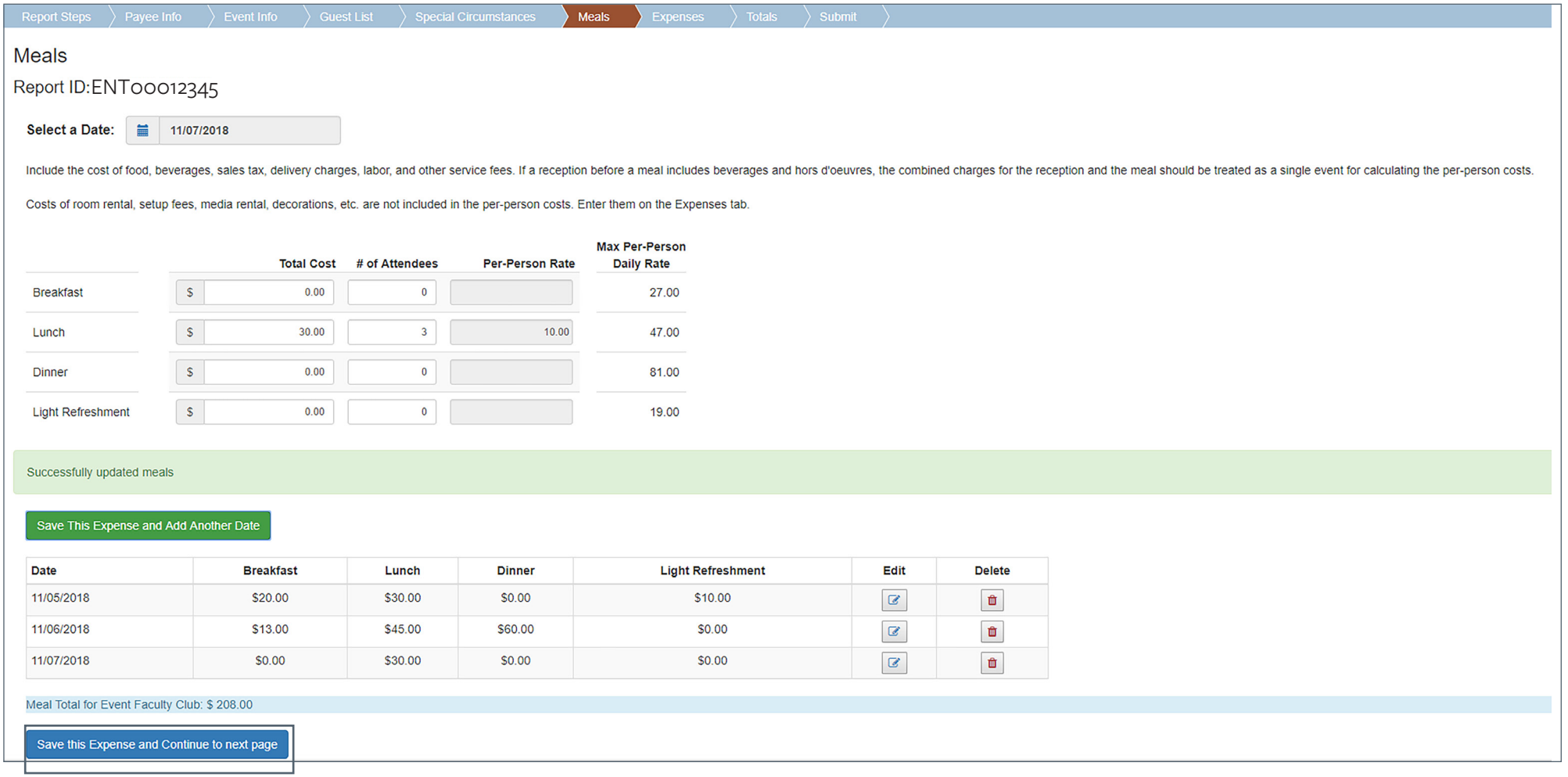
Special Circumstances



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."

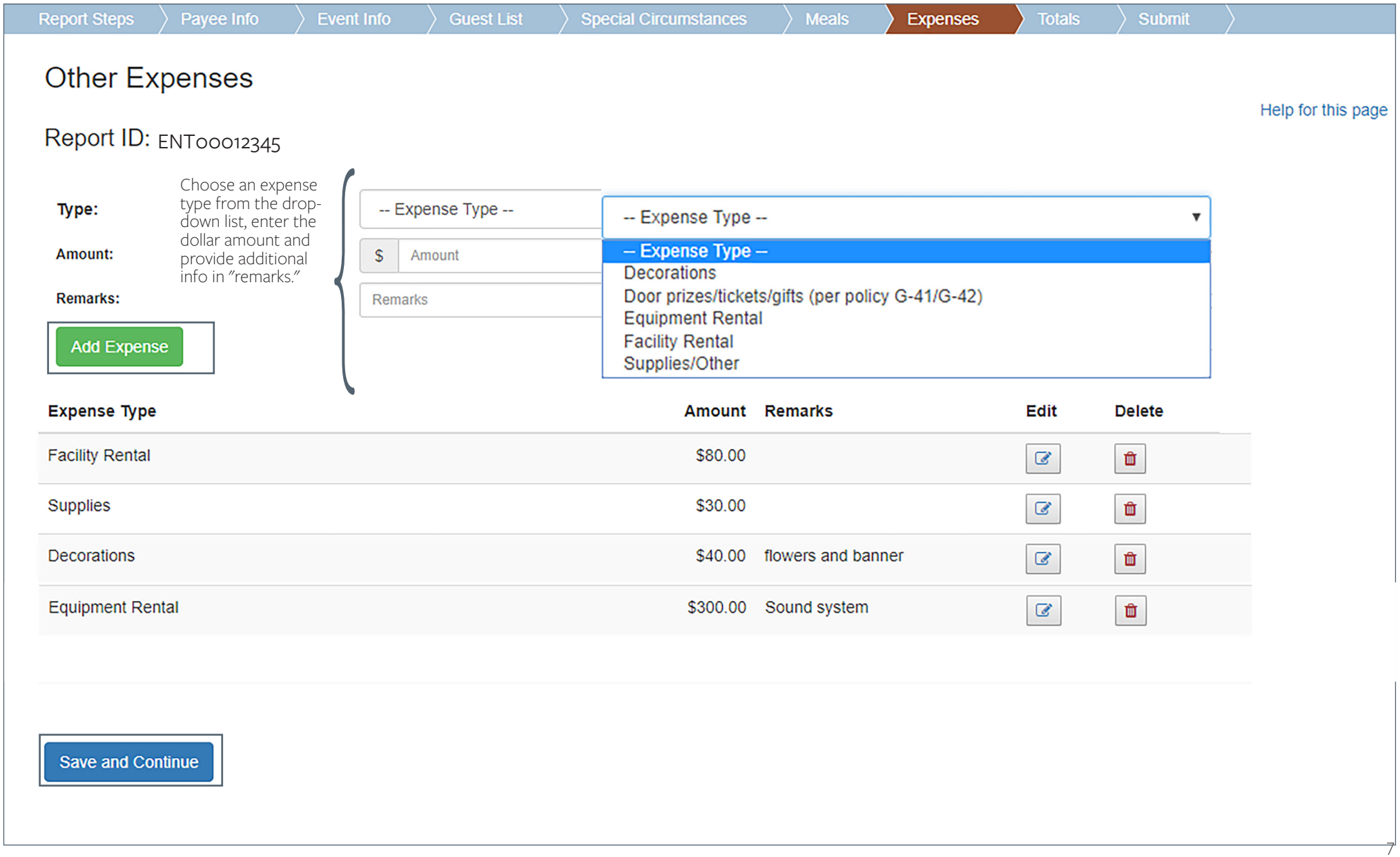
Meal Expenses



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."

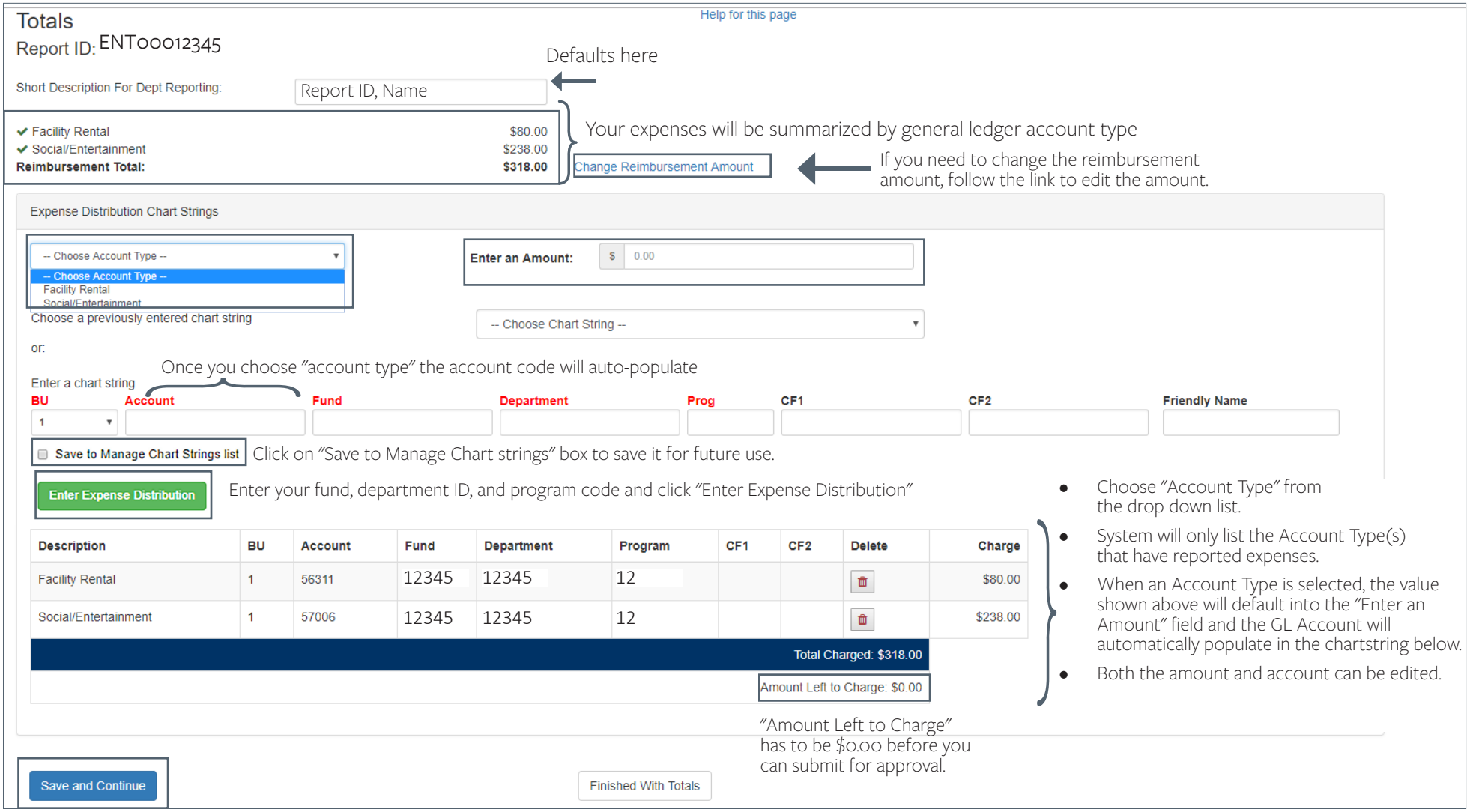
Expenses



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



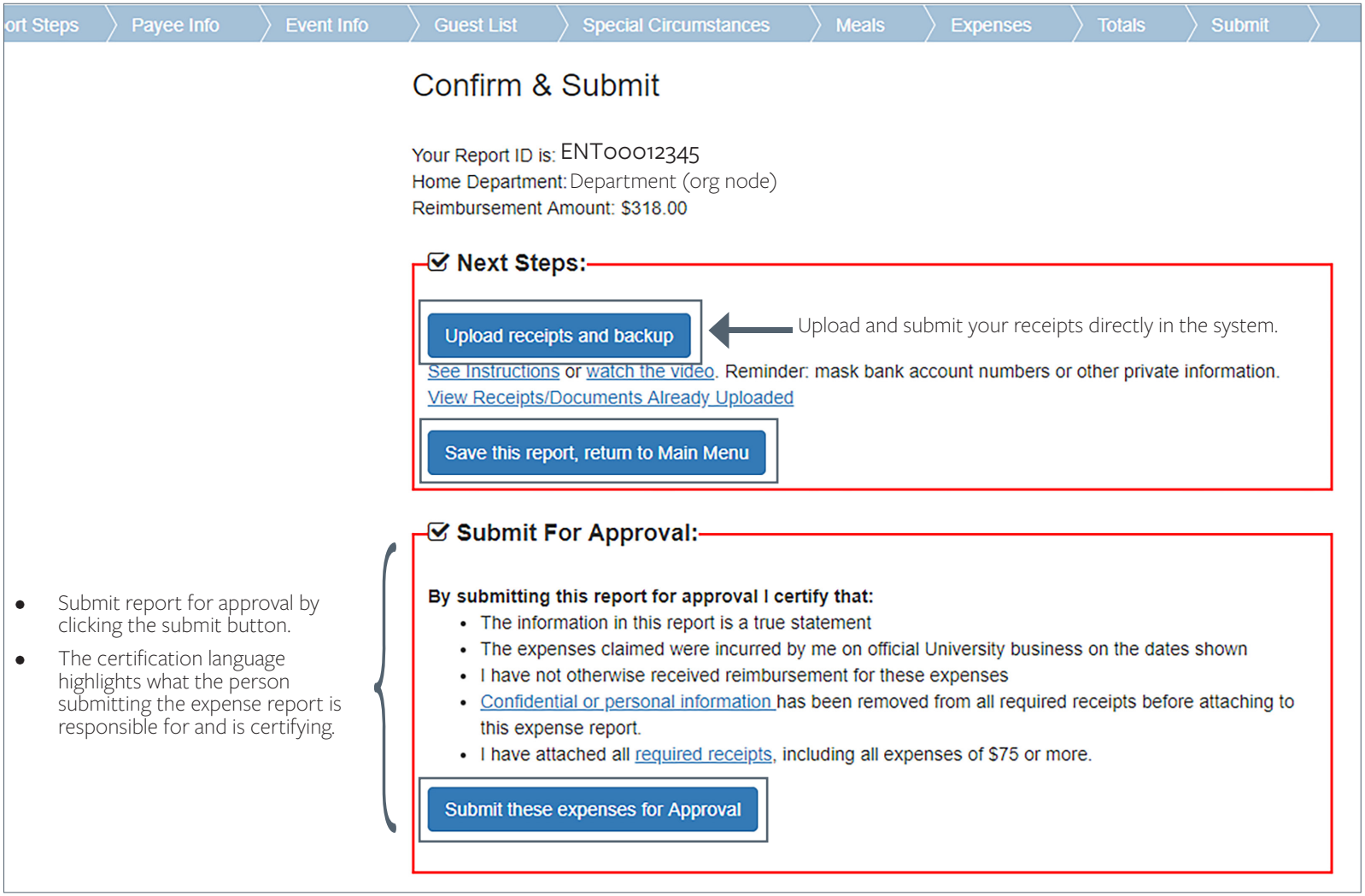
10. Submit your report

- 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.
- 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



- 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.