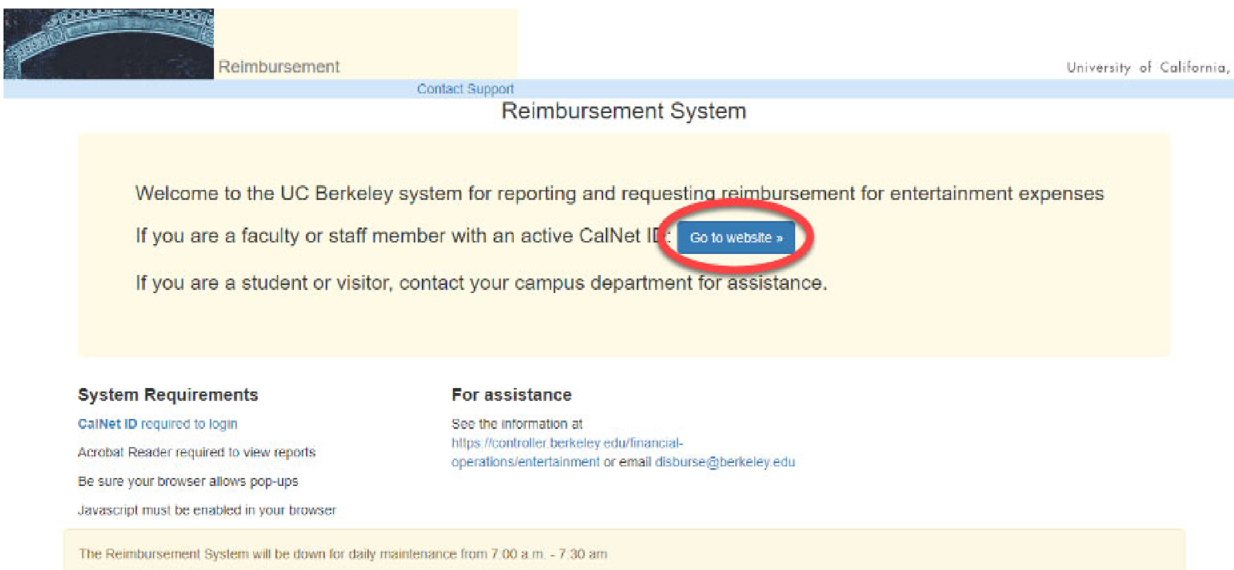
Reimbursement System for Other Expenses

Use this system to seek reimbursement for other expenses not related to travel or entertainment.

To prepare a report, follow the instructions in this user guide, or view the video on the UC Berkeley Controller's Office YouTube channel at https://www.youtube.com/c/ucberkeleycontrollersoffice.

Login

To access the system, go to https://reimburse.berkeley.edu and select the button labeled **Go to website**. You may be asked to authenticate your identity using your CalNet ID.



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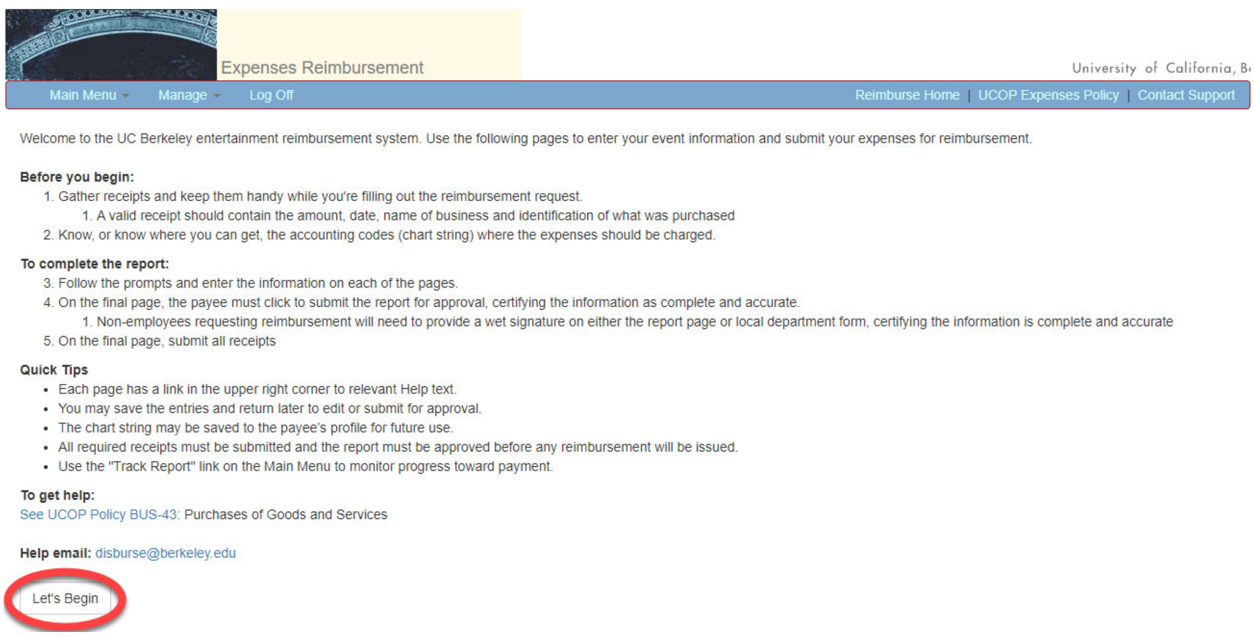
Getting Started

You start at the **Reimburse Home** page. To initiate a new expense report, select the link in the far-right column labeled **Create New Expense Report**.

This link takes you to a welcome page with a quick summary of the process. Before continuing, know the funding source (chart string) and have all the receipts close at hand. Click **Let's Begin**.



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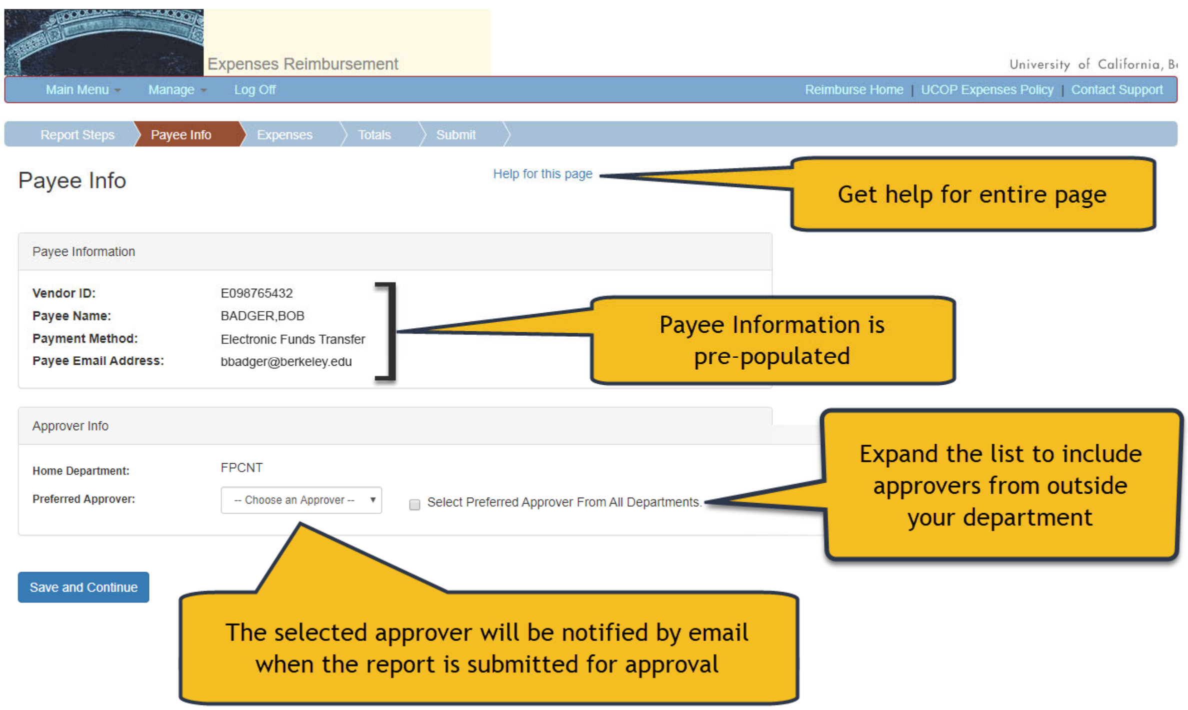
Payee Info

Under **Payee Info**, the system automatically enters your Vendor ID, Payee Name, Payment Method, and Payee Email Address.

Your home department shows up automatically. Select your **Preferred Approver** from the pull-down menu. Although anyone from this list can approve your report, only the person you select will receive an email notifying them that your expense report is awaiting their review.

If the funding is from outside your home department, check the box labeled **Select Preferred Approver from All Departments.** This expands the **Preferred Approver** list to include approvers outside your home department. Only select this option if you have been instructed to do so and know the name of the appropriate preferred approver.

Once you select the **Preferred Approver**, click **Save and Continue** to advance to the next step.

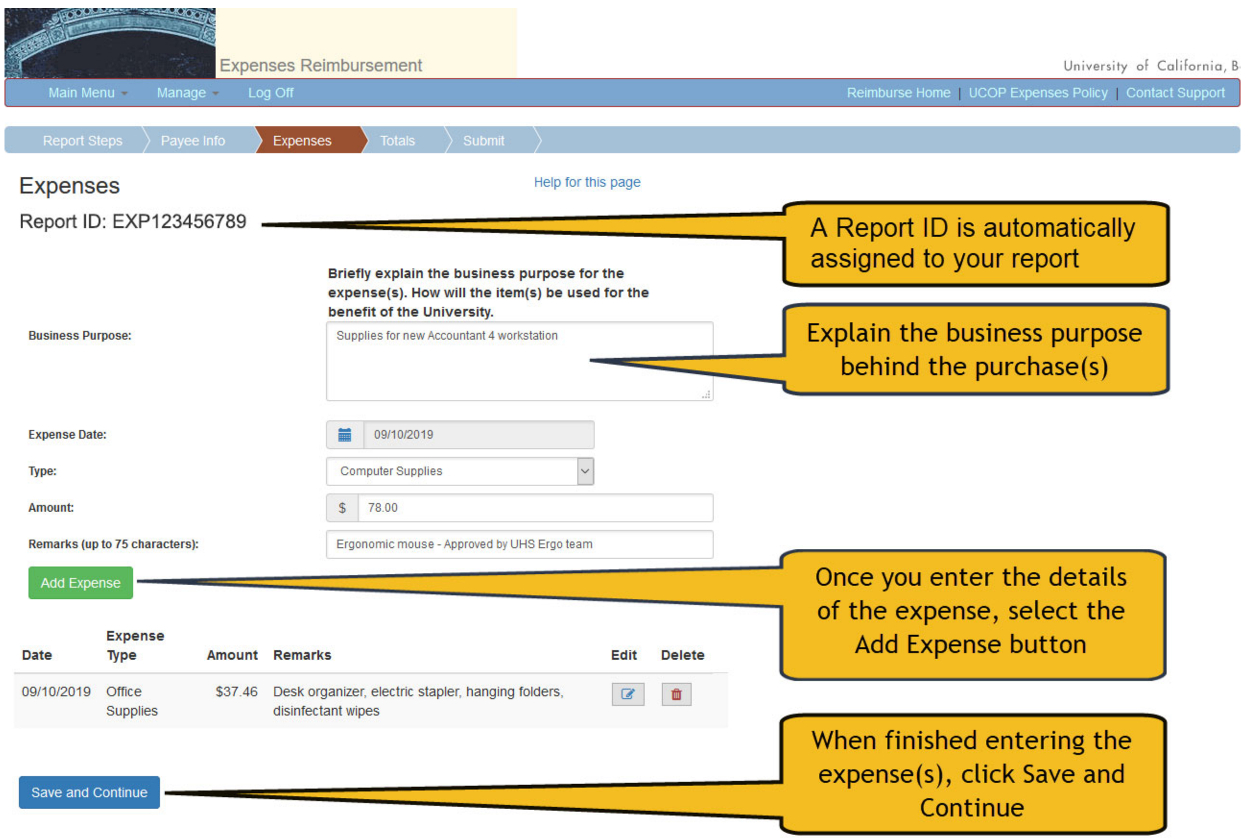


Expenses

A **Report ID** is assigned to your report. This can be used to search for and/or identify your report to make edits during a future session (if needed) or track the progress after the report is submitted.
Use the **Business Purpose** field to justify the purchase. Briefly explain how the university benefitted from the expense and why it was necessary.

Enter the date of the expense, type, amount, any additional remarks that help clarify the purchase. Then, click the green **Add Expense** button. You may add multiple expenses to the same report as long as they fall under the same business purpose. Only one business purpose should be entered per expense report. If the business purpose is updated while entering a subsequent expense, it will over-write anything entered for a previous expense.

Once you add all the expenses, click the **Save and Continue** button to advance to the next step.



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Totals

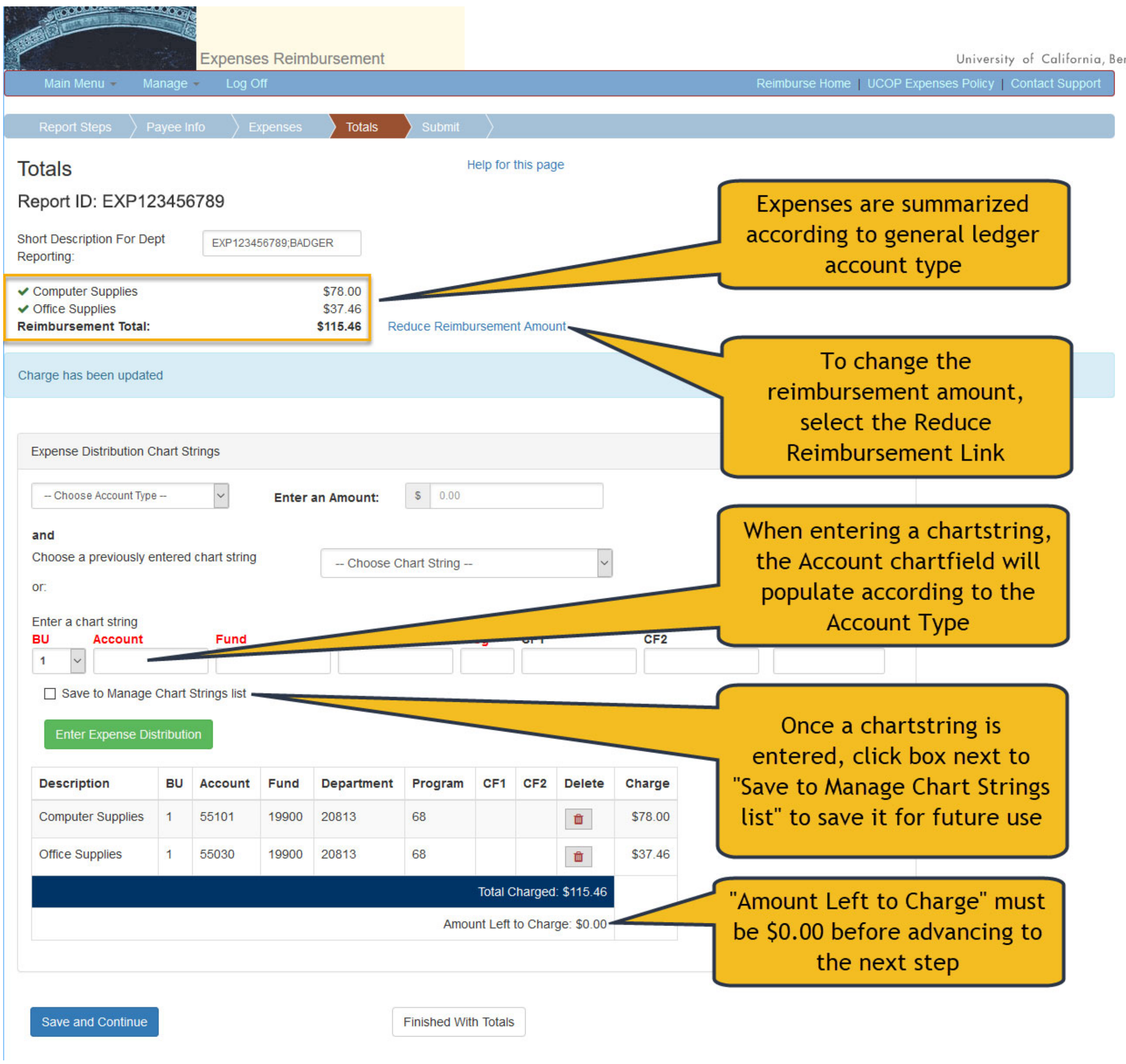
This page is where you select the funding source for the expense(s).

Select the **Choose Account Type** pull-down menu and pick out an account type. The sum of the expenses that fall under the selected Account Type should auto-populate in the **Enter an Amount** field. Then, either select a saved chart string from the **Choose Chart String** pull-down menu or enter a new chart string in the **Enter a chart string** section.

When entering a new chart string, the **Account** chart field will auto-populate with the correct value based on the **Account** Type unless the expense type is "**other**". If using the "**other**" expense type, you will be required to provide the **Account** chart field. Check with your department financial analyst if you do not know which **Account** chart field to use.

Click the box next to **Save to Manage Chart strings list** to save your chart string to your profile for future reports.

Once the **Amount Left to Charge** reaches $0.00, click **Save and Continue** to advance to the next step.



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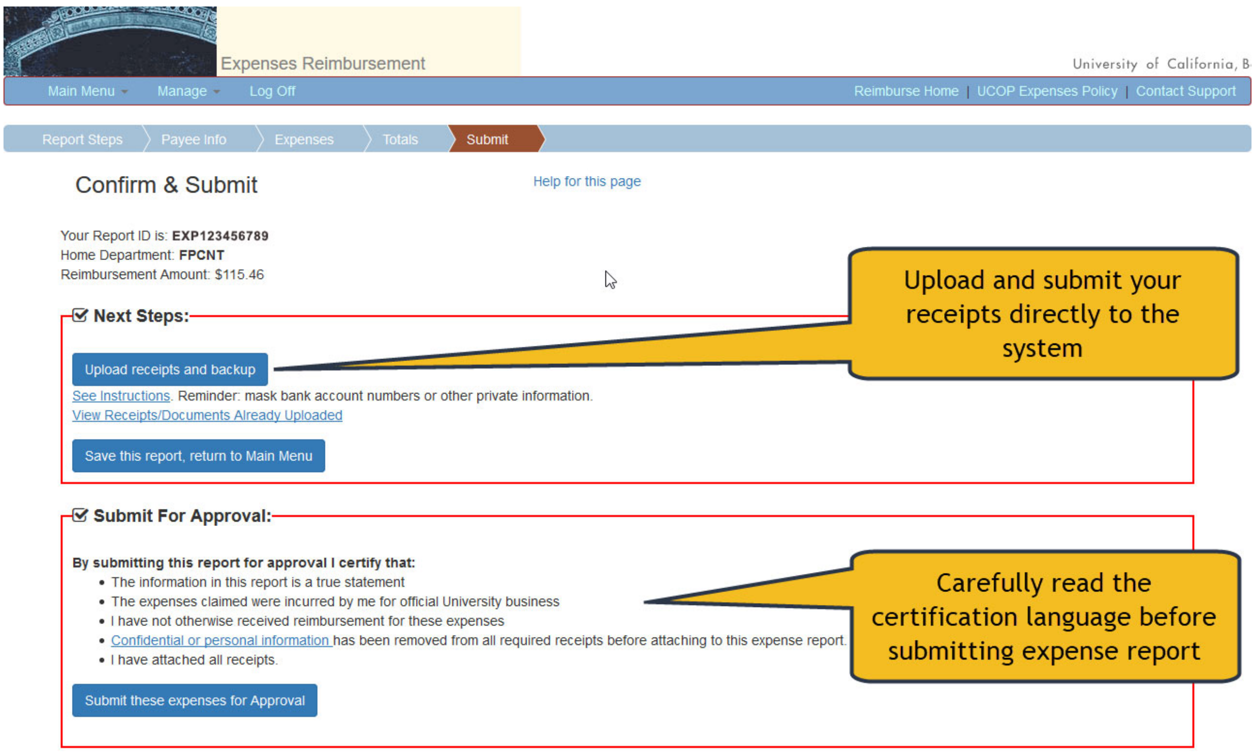
Submitting your Reimbursement Report for Other Expenses

Confirm & Submit

Verify that the total reimbursement amount is correct. If not, go back and edit your entries. Upload your receipts to your report by selecting the **Upload receipts and backup** button. All expenses require uploaded receipts.

Once your report is complete, carefully review the certification language. If you agree, click the **Submit these expenses for approval** button.

If you do not wish to submit the report now, click **Save this report, return to Main Menu**. You can pull up your report later by going to the **Main Menu ▸ Edit/Submit a Report**.



New Help?

For additional guidance, reach out to the Accounts Payable team at **disburse@berkeley.edu**.