

## Submitting your Reimbursement Report for Other Expenses

### 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.

Reimbursement

University of California, Berkeley

Contact Support

### Reimbursement System

Welcome to the UC Berkeley system for reporting and requesting reimbursement for entertainment expenses

If you are a faculty or staff member with an active CalNet ID: [Go to website »](#)

If you are a student or visitor, contact your campus department for assistance.

#### System Requirements

- CalNet ID required to login
- Acrobat Reader required to view reports
- Be sure your browser allows pop-ups
- Javascript must be enabled in your browser

#### For assistance

See the information at <https://controller.berkeley.edu/financial-operations/entertainment> or email [disburse@berkeley.edu](mailto:disburse@berkeley.edu)

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

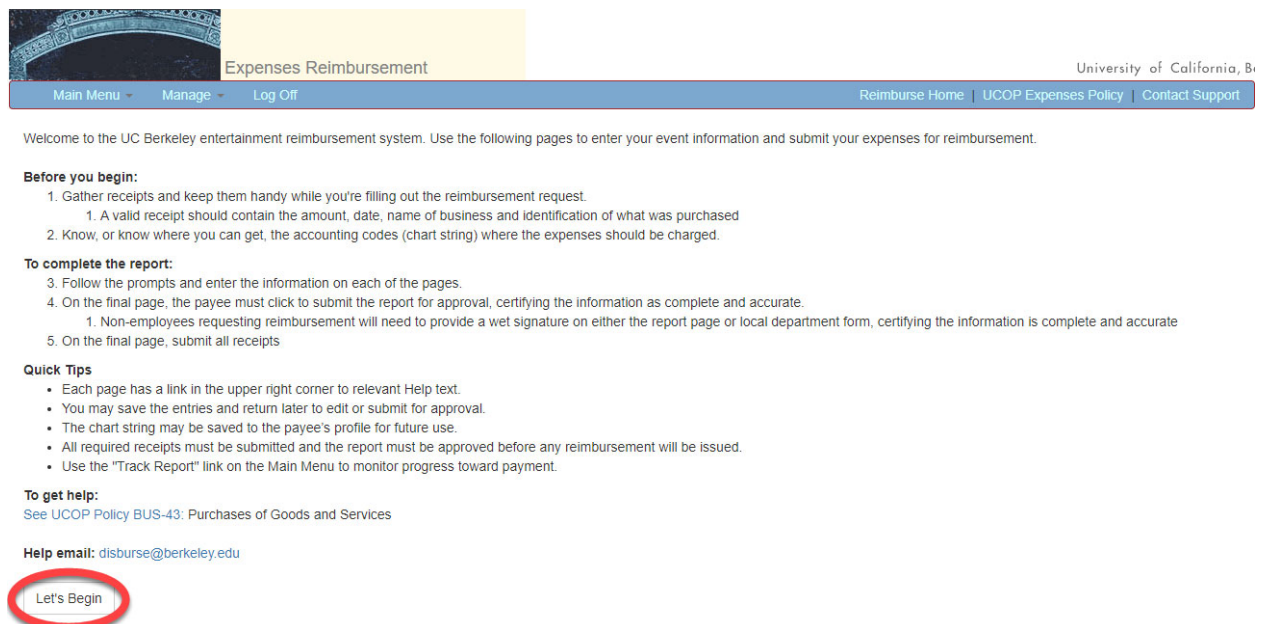
## Submitting your Reimbursement Report for Other Expenses

### 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**.



## Submitting your Reimbursement Report for Other Expenses

### 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 Reimbursement

University of California, Berkeley

Main Menu Manage Log Off Reimburse Home UCOP Expenses Policy Contact Support

Report Steps Payee Info Expenses Totals Submit

Payee Info Help for this page Get help for entire page

Payee Information

Vendor ID: E098765432  
Payee Name: BADGER,BOB  
Payment Method: Electronic Funds Transfer  
Payee Email Address: bbadger@berkeley.edu

Payee Information is pre-populated

Approver Info

Home Department: FPCNT  
Preferred Approver: -- Choose an Approver --  
☐ Select Preferred Approver From All Departments

Expand the list to include approvers from outside your department

Save and Continue

The selected approver will be notified by email when the report is submitted for approval

## Submitting your Reimbursement Report for Other Expenses

### 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.

The screenshot shows the 'Expenses Reimbursement' interface. At the top, there's a navigation bar with 'Main Menu', 'Manage', and 'Log Off'. On the right, it says 'University of California, B' and 'Reimburse Home | UCOP Expenses Policy | Contact Support'. Below this is a progress bar with 'Report Steps', 'Payee Info', 'Expenses' (highlighted), 'Totals', and 'Submit'. The main heading is 'Expenses' with a 'Help for this page' link. The 'Report ID: EXP123456789' is displayed. A callout box points to this ID: 'A Report ID is automatically assigned to your report'. The 'Business Purpose' field contains 'Supplies for new Accountant 4 workstation', with a callout: 'Explain the business purpose behind the purchase(s)'. The 'Expense Date' is '09/10/2019'. The 'Type' is 'Computer Supplies'. The 'Amount' is '\$ 78.00'. The 'Remarks (up to 75 characters):' field contains 'Ergonomic mouse - Approved by UHS Ergo team'. A callout box points to the 'Add Expense' button: 'Once you enter the details of the expense, select the Add Expense button'. Below this is a table with one row: '09/10/2019', 'Office Supplies', '\$37.46', 'Desk organizer, electric stapler, hanging folders, disinfectant wipes'. The table has 'Edit' and 'Delete' links for each row. At the bottom, a 'Save and Continue' button is highlighted with a callout: 'When finished entering the expense(s), click Save and Continue'.

Expenses Reimbursement

University of California, B

Reimburse Home | UCOP Expenses Policy | Contact Support

Report Steps > Payee Info > **Expenses** > Totals > Submit

Expenses [Help for this page](#)

Report ID: EXP123456789

**Briefly explain the business purpose for the expense(s). How will the item(s) be used for the benefit of the University.**

Business Purpose:

Expense Date:

Type:

Amount:

Remarks (up to 75 characters):

**Add Expense**

Date	Expense Type	Amount	Remarks	Edit	Delete
09/10/2019	Office Supplies	\$37.46	Desk organizer, electric stapler, hanging folders, disinfectant wipes	<a href="#">Edit</a>	<a href="#">Delete</a>

**Save and Continue**

## Submitting your Reimbursement Report for Other Expenses

### 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.

The screenshot shows the 'Totals' page of the UCOP Expenses Reimbursement system. The page includes a header with navigation links, a progress bar, and a summary of expenses. Callouts provide instructions on how to use the interface:

- Expenses are summarized according to general ledger account type**: Points to the summary table showing Computer Supplies (\$78.00) and Office Supplies (\$37.46) totaling \$115.46.
- To change the reimbursement amount, select the Reduce Reimbursement Link**: Points to the 'Reduce Reimbursement Amount' link.
- When entering a chartstring, the Account chartfield will populate according to the Account Type**: Points to the 'Choose Account Type' dropdown and the 'Enter a chart string' section.
- Once a chartstring is entered, click box next to "Save to Manage Chart Strings list" to save it for future use**: Points to the 'Save to Manage Chart Strings list' checkbox.
- "Amount Left to Charge" must be \$0.00 before advancing to the next step**: Points to the 'Amount Left to Charge: \$0.00' field.

The 'Expense Distribution Chart Strings' section includes a table with the following data:

Description	BU	Account	Fund	Department	Program	CF1	CF2	Delete	Charge
Computer Supplies	1	55101	19900	20813	68				\$78.00
Office Supplies	1	55030	19900	20813	68				\$37.46

The total charged is \$115.46, and the amount left to charge is \$0.00. The page concludes with 'Save and Continue' and 'Finished With Totals' buttons.

## 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**.

The screenshot shows the 'Confirm & Submit' page of the UCOP Expenses Reimbursement system. The page header includes the University of California, Berkeley logo and navigation links: Main Menu, Manage, Log Off, Reimburse Home, UCOP Expenses Policy, and Contact Support. A progress bar indicates the current step is 'Submit'. The page title is 'Confirm & Submit' with a 'Help for this page' link. Below the title, the user's report ID (EXP123456789), home department (FPCNT), and reimbursement amount (\$115.46) are displayed. The 'Next Steps' section contains two main actions: 'Upload receipts and backup' and 'Save this report, return to Main Menu'. A callout points to the 'Upload receipts and backup' button, stating 'Upload and submit your receipts directly to the system'. The 'Submit For Approval' section contains a certification statement and a list of items to certify. A callout points to this section, stating 'Carefully read the certification language before submitting expense report'. The 'Submit these expenses for Approval' button is at the bottom of this section.

Expenses Reimbursement

University of California, B

Main Menu Manage Log Off Reimburse Home UCOP Expenses Policy Contact Support

Report Steps Payee Info Expenses Totals **Submit**

Confirm & Submit [Help for this page](#)

Your Report ID is: **EXP123456789**  
Home Department: **FPCNT**  
Reimbursement Amount: \$115.46

☒ **Next Steps:**

[Upload receipts and backup](#) **Upload and submit your receipts directly to 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](#)

☒ **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 for official University business
- 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 receipts.

**Carefully read the certification language before submitting expense report**

[Submit these expenses for Approval](#)

### New Help?

For additional guidance, reach out to the Accounts Payable team at [disburse@berkeley.edu](mailto:disburse@berkeley.edu).