

How to submit your travel reimbursement request directly in the Campus Reimbursement System *for Library staff!*



BEFORE YOU BEGIN

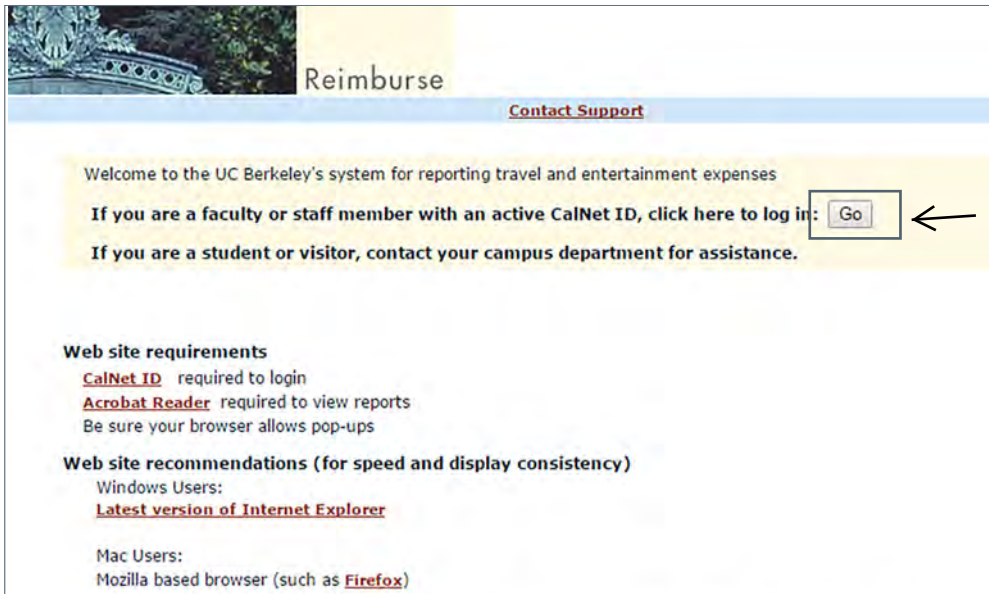
- Prior to creating a reimbursement request, you are required to complete the pre-approval process in the Library Travel System.
- Remember to submit your request within 30 DAYS of returning from your trip.
- Review Procedures for Funding Approval Requests on the LAS website to confirm that the Campus Reimbursement System is where you should document your expenses.

Your Travel Pre-approval Requests and Expense Reports

Exciting Trip 2018 - Last Name - XXXX
 Type: Travel Pre-approval Request
 Activity Type: (SDC) Staff development, Administrative (An AUL/Director has asked you to attend an event for your job.)
 Status: **Request Approved**

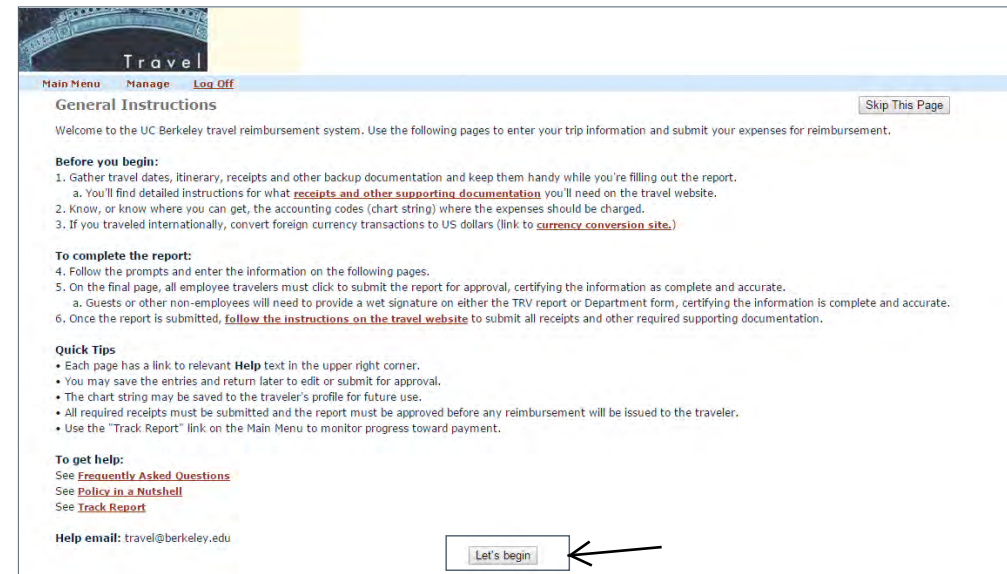
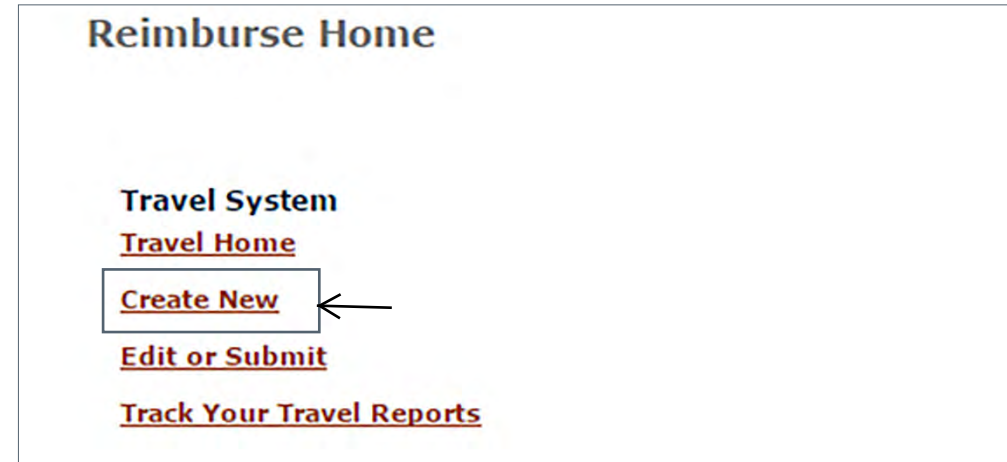
1. Log into the reimbursement system

- 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"

- A "General Instructions" page will pop up, which includes details on what to do before you begin, how to complete the report, and tips for using the system.
- When ready, choose "Let's Begin" at the bottom of the page.



3. Enter your traveler information

- Your name, vendor ID, and email will be automatically populated.*
- Choose your Home Department from the drop down list. As Library travelers, you will select KPADM.
- Choose your Preferred Approver. As Library travelers, you will select Meilin Huang.

Traveler Info

University of California, Berkeley

[Reimburse Home](#) | [UCOP Travel Policy](#) | [Contact Support](#)

Report Steps > **Traveler Info** > Trip Info > Location Expenses > Special Circumstances > Daily Expenses > Totals > Submit

Traveler Information [Change payee](#) [Help for this page](#) Get help text for entire page

Payee Information

Vendor ID: EO12345678 [edit vendor](#) Date: 12/12/2016

Traveler Name: Last, First ← Traveler's info is pre-populated

Traveler Email Address: email@berkeley.edu

Payment Method: Electronic Funds Transfer

Additional Information Required for Traveler

Traveler is UCB employee or UC student: Yes No

Department Info

Home Department:

Preferred Approver:

Select KPADM for the "Home Department" and Annie Somthida as your "Preferred Approver."

*If you are preparing a report for someone else, click "edit vendor" and search for the correct payee.

4. Enter your trip details

- A TRV number will be automatically generated for your report.
- Enter a brief business purpose for the trip.
- Enter information about your trip's destination and duration.

Trip Info

University of California, Berkeley
Reimburse Home | UCOP Travel Policy | Contact Support

Report Steps > Traveler Info > **Trip Info** > Location Expenses > Special Circumstances > Daily Expenses > Totals > Submit

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

Trip Information

Report ID: TRV000391574

Enter a business purpose (up to 200 characters) for the entire trip in the space below. Briefly explain how the University benefited from paying for this travel. A good business purpose will provide details such as why each leg of the trip was taken and what was accomplished. The first 15 characters will show on the EFT notice or check stub.

Attending UC Systemwide Bank Card meeting to discuss best practices and share information

What is the duration of the trip? total travel is less than 30 days

Number of trip legs: One Destination

Trip destination: San Diego In California

When did the traveler leave home or work location? January 1, 2016 at 12:00 PM

When did the traveler return to home or work location? January 3, 2016 at 12:00 PM

Save & Continue

Describe your trip's business purpose. (This field is limited to 200 characters.)

Enter information on the length of your trip, your destination, and your departure/return details.

5. Enter your location expenses

- Enter your transportation information by selecting from a list of commonly used "Transportation Types" and entering your flight, vehicle, and/or ground transportation information.
- Indicate if your airfare was direct-billed. If so, enter the airfare total and Direct Bill ID.
- Enter any miscellaneous expenses and include details in the "Remarks" field.
- Please note that receipts are required for airfare, registration, membership, rental cars, and lodging, as well as any expense of \$75 or more.

Location Expenses

University of California, Berkeley
Reimburse Home | UCOP Travel Policy | Contact Support

Report Steps > Traveler Info > Trip Info > Location Expenses > Special Circumstances > Daily Expenses > Totals > Submit

Enter Location Expenses

Report ID: TRV000391574

Enter Location Expenses for San Diego

Use this page to enter expenses for transportation, conference fees, meeting supplies, and miscellaneous business-related purchases. Select an expense type, enter the information requested and click "Save This Expense." Remarks are optional; use to clarify the entry, e.g. gas toll, parking, photocopies, etc. Repeat until all expenses are entered. Expenses for meals and lodging will be entered on the "Daily Expenses" page.

[Click for a currency calculator](#)

Transportation Expenses for San Diego

Type:

Amount:

Remarks:

Reimbursement per mile: \$ (Rate includes fuel)

Expense Type	Amount	DirectBill ID	Mileage	Remarks	Edit	Delete
Airfare	\$250.00	12345678	N/A		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Personal Vehicle	\$27.00	N/A	50	Round trip to Oakland airport	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other Ground Transportation	\$50.00	N/A	N/A	Round trip Uber from airport to hotel	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Total Transportation (DirectBill Travel not included): \$77.00

Miscellaneous Expenses for San Diego

Type:

Amount: Remarks:

Receipts are required for airfare, rental car, conference fees, and any single expense more of \$75 or more.

[Go to next page](#)

Choose from a list of commonly used "Transportation Types" to enter flight, vehicle, or ground transportation information. If you incurred parking expenses, baggage fees, or airfare change fees, include them here by selecting "Other, explain in remarks" and adding a description in the "Remarks" field.

When 'Airfare' is selected, the system will ask if your airfare was paid via Direct Bill. If so, check the box and enter your Direct Bill ID# along with your airfare total.

Enter other expenses into "Misc. Expense Types" by choosing an expense type from the drop-down menu and adding a description in the "Remarks" field. Wifi and membership are examples of expenses that would be reported by selecting "Other Business Expenses, explain in remarks."

6. Indicate any special circumstances

- Indicate if you have no special circumstances.
- Indicate if you need to report special circumstances related to meal expenses for others or lodging.
- Indicate if you need to report special circumstances related to mixed business and personal days.
- Indicate if any travel expenses were paid by a third party.
- If you're indicating special circumstances, write a brief explanation in the box provided.
- If you are completing a report for an international trip, you will select, "Actual, itemized, out-of-pocket, business related," from the drop-down menu and enter your destination's meal and lodging reimbursement daily limits based on the Federal Per Diem Rate.

Special Circumstances

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Report Steps > Traveler Info > Trip Info > Location Expenses > **Special Circumstances** > Daily Expenses > Totals > Submit

Help for this page Get help text for entire page

Report ID: TRV000391574

Expense Reporting Method for San Diego

Expense Reporting Method
Actual, itemized, out-of-pocket, business related

Check this box if no special circumstances are being reported

Special Circumstances

Check this box, **explain** below and in the back-up documentation ([See what's needed](#)) if you are claiming:

- 1) Meal expenses (entertainment or group travel) for others; provide guest list and business purpose
- 2) Lodging costs more than the [federal rate](#) for the location

Check this box, **explain** below and in the back-up documentation ([See what's needed](#)) if you are claiming:

- 1) Trip included personal (non-business) days
- 2) More expensive transportation option was needed (ex: higher class airfare, larger size rental car, drive in lieu of fly)
- 3) Airfare change fees
- 4) Group travel
- 5) Some travel expenses were paid by a third-party (do not claim reimbursement)

Enter explanation:

While at meeting, took bank rep to lunch on January 2nd to discuss future expansion of card programs.

Save & Continue

Indicate if there are no special circumstances being reported.

Check either or both of the special circumstances boxes if your trip involved any of the listed expenses/situations.

If the first special circumstances box is checked, it will enable fields on the next page for entering entertainment or group meal expenses.

If you hosted an entertainment meal while on travel status, include the following in the explanation field: the business purpose of the event, meal type (breakfast, lunch, dinner, or light refreshments), total number of attendees, and the attendees' names and relationship to the university.

For international travel...

If you selected "International or Off Shore U.S." from the drop-down menu for your Trip Destination, there will be an additional fields on the Special Circumstances page.

Please select "Actual, itemized, out-of-pocket, business related" as your Expense Reporting Method. In the fields on the next line, enter the per diem values for your location.

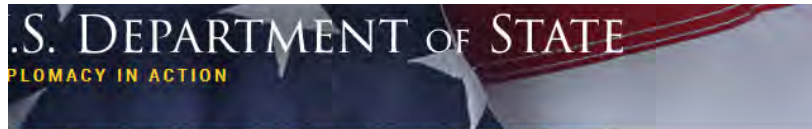
Foreign Per Diem Rates In U.S. Dollars DSSR 925

Country: CHINA
Publication Date: 07/01/2018

Previous Rates: 07/01/2018

Country Name	Post Name	Season Begin	Season End	Maximum Lodging Rate	M & IE Rate
CHINA	Beijing	01/01	12/31	258	119
CHINA	Changchun	01/01	12/31	167	100
CHINA	Chengdu	01/01	12/31	150	138
CHINA	Chongqing	01/01	12/31	114	126
CHINA	Dalian	01/01	12/31	166	108
CHINA	Fuzhou	01/01	12/31	178	122
CHINA	Guangzhou	01/01	12/31	246	169
CHINA	Guilin	01/01	12/31	168	100
CHINA	Haikou	01/01	12/31	183	118
CHINA	Hangzhou	01/01	12/31	169	124

To find the per diem value for your location, search the State Department's website.



Office of Allowances

Foreign Per Diem Rates by Location DSSR 925

You may use the dropdown box below to select a country. Entering the first letter of the country name will jump to that portion of the listing. Clicking "Go" will display Per Diem data for all locations within the country selected.

Country: *All Locations* Go

Report Steps > Traveler Info > Trip Info > Location Expenses > **Special Circumstances** > Daily Expenses > Totals > Submit >

[Help for this page](#)

Report ID: TRV000511363

Expense Reporting Method for Beijing

Expense Reporting Method

Select an Expense Reporting Method for Beijing: Actual, itemized, out-of-pocket, business related

Enter the **International** or **Off Shore U.S.** per diem values for **Beijing** Lodging: 258 Meals & Incidentals: 119

Check this box if no special circumstances are being reported

Special Circumstances

- Check this box, explain below and in the back-up documentation ([See what's needed](#)) if you are claiming:
- 1) Entertainment or group travel meal expenses; provide guest list and business purpose.
 - 2) Lodging costs more than the **federal rate** for the location

For Off Shore U.S. travel...

You will also select "Actual, itemized, out-of-pocket, business related" as your Expense Reporting Method. In the fields on the next line, enter the per diem values for your location.

The link in the system will take you to the GSA site and then reroute to the Defense Travel Management Office site to find your per diem rates.

MAXIMUM PER DIEM RATES OUTSIDE THE CONTINENTAL UNITED STATES TRAVEL PER DIEM ALLOWANCES

COUNTRY/STATE: **HAWAII**

PUBLICATION DATE (MM DD YY): **07 01 18**

NOTES

1. Use the **OTHER** rate if neither the **CITY, PLACE, ISLAND**, nor **MILITARY INSTALLATION** is listed.
2. For other allowances that are based on per diem rates (e.g., **TLE, TLA, TQSE, TQSA**), see the appropriate rules for those allowances regarding what per diem rate to use.
3. The standard **ONBASE INCIDENTAL RATE** is **\$3.50** OCONUS wide.
4. When **Government meals** are directed, the appropriate Government meal rate, as prescribed in [Appendix A](#), is applicable.
5. Per Diem Rate = Max Lodging + Meals (Local Meals, [Proportional](#), or [Government](#)) + Incidental Rate (Local or OnBase)

Unlike the State Department site, the rates for Local Meals and Local Incidentals are listed separately. Add these two rates together and enter the total in the Meals & Incidental field.

* All rates are in US Dollars

Locality	Seasons (Beg-End)	Maximum Lodging	Local Meals	Proportional Meals	Local Incidental	Footnote	Footnote Rate	Maximum Per Diem	Effective Date
CAMP H W SMITH	01/01-12/31	177	111	63	27			315	08/01/2017
EASTPAC NAVAL COMP TELE AREA	01/01-12/31	177	111	63	27			315	08/01/2017
FT. DERUSSEY	01/01-12/31	177	111	63	27			315	08/01/2017
FT. SHAFTER	01/01-12/31	177	111	63	27			315	08/01/2017
HICKAM AFB	01/01-12/31	177	111	63	27			315	08/01/2017
HILO	01/01-12/31	199	94	54	23			316	08/01/2017
HONOLULU	01/01-12/31	177	111	63	27			315	08/01/2017
ISLE OF HAWAII: HILO	01/01-12/31	199	94	54	23			316	08/01/2017
ISLE OF HAWAII: OTHER	03/26-12/17	189	129	72	32			350	08/01/2017

7. Detail your daily expenses

- Enter your daily expenses, and the system will automatically calculate the totals.
- If you've indicated that you have special circumstances involving entertainment, you will be able to fill out your expenses on this page.

Daily Expenses

Main Menu Manage Travel Report Log Off Reimburse Home UCOP Travel Policy Contact Support

Report Steps: Traveler Info Trip Info Location Expenses Special Circumstances Daily Expenses Totals Submit

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

Report ID: TRV000391574

Enter the amount spent each day for meals, incidentals (tips to baggage handlers and hotel housekeeping), and lodging.
First and last day calculate to quarter day based on Trip Information tab

Meals and Incidentals

	1/1/2016	1/2/2016	1/3/2016
Breakfast	10.00	10.00	10.00
Lunch			
Dinner	40.00	40.00	
Incidental			
Actual Total	50.00	50.00	10.00
Daily Maximum	\$74.00	\$74.00	\$74.00

Enter actual expenses for lodging, meals, and incidentals for each day on business travel.
The system will automatically calculate totals.

Entertainment Meals

A guest list is required. See 'Help for this page' for instructions.

	1/1/2016	1/2/2016	1/3/2016
Meals		65.00	

The option to enter entertainment meal expenses will only show up if the first of the two special circumstances boxes was checked on the previous page.

Lodging

	1/1/2016	1/2/2016	1/3/2016
Actual Lodging	150.00	150.00	

The lodging option for the final day of the trip is grayed out because it is the day you departed to your next location or returned home.

Receipts are required for all lodging and for any single expense of \$75 or more.

Save & Continue

1/1/2016 - 1/3/2016	Total for Location \$475.00
---------------------	---------------------------------------

[Go to next page](#)

Lodging

	7/1/2018	7/2/2018
Actual Lodging	400.00	

Did the nightly room rate, excluding taxes and fees, exceed \$275? Yes No

Explain why the room rate exceeded the \$275 policy limit.

Explanation

If you record lodging expenses that exceed the domestic, nightly limit you will be asked to confirm your room rate and provide an explanation to justify the overage.

8. Save & Continue

- No action required on this page. Click "Save & Continue"

Totals

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Report Steps: Traveler Info > Trip Info > Location Expenses > Special Circumstances > Daily Expenses > **Totals** > Submit

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

Report ID: TRV000391574

Short Description for Dept Reporting: TRV000391574; Last Name

Update Values
Trip Total = \$802.00 (Direct Bill airfare included)
Reimbursement Total = \$552.00 [Reduce Reimbursement Amount](#)

Expenses by Account Type
Lodging/Meals/Ground Transp Calif \$487.00
Travel Entertainment \$65.00

Expense Distribution Chart Strings

--Choose Account Type-- Enter an Amount 0.00
and
Choose a previously entered chart string --Choose Chart String--
or:
Enter a chart string
BU Account Fund Department Program ChartField 1 ChartField 2 NickName
1
 Save this chart string to my profile
[Enter Expense Distribution](#)

Description	BU	Account	Fund	Department	Program	CF1	CF2	Delete	Charge
Lodging/Meals/Ground Transp Calif	1	57213	65900	23240	72				\$487.00
Travel Entertainment	1	57233	65900	23240	72				\$65.00
Total Distributed: \$552.00									

Reimbursement cannot be submitted until all expenses are distributed Amount to Distribute: \$0.00

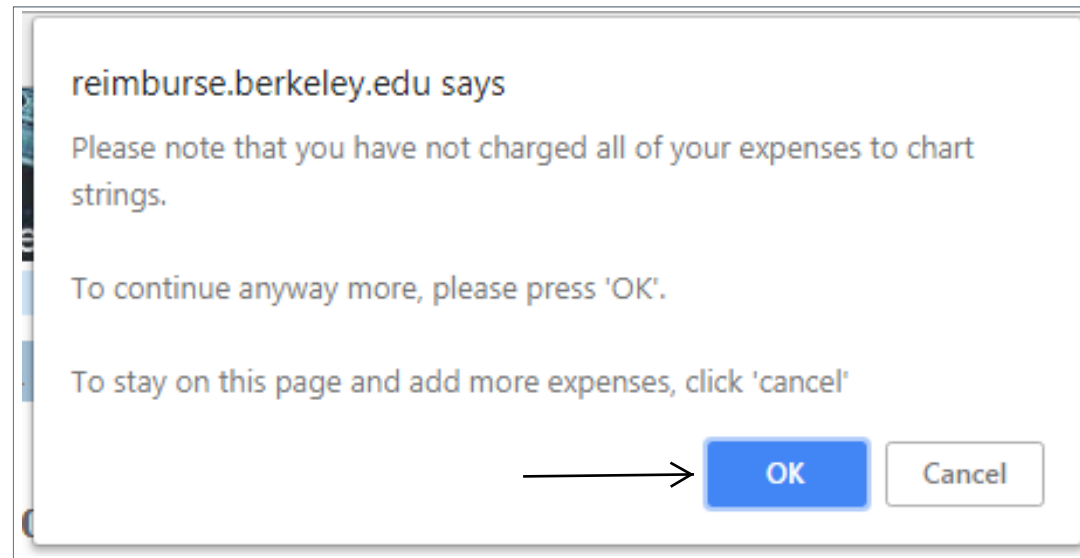
[Save & Continue](#) [Finished with Totals](#)

This section will be completed by an LBS Analyst based on the funding information provided in your Pre-Approval Request.

Please leave these fields blank.

9. Submit your reimbursement request

- When you click "Save & Continue" on the "Totals" page, there will be a pop-up with the message below.
- Click 'OK.'



- On the "Confirm & Submit" page, click the "Upload Receipts" button to upload your receipts to the travel report. You can only upload one file at a time, so consider compiling all required documentation into a single document. Review campus policy on receipts to ensure your documentation will serve as sufficient proof-of-payment.
- When your report is complete, and your documentation has been uploaded, click the button that says, "Save this report, return to Main Menu."
- Search your email for your Pre-approval Request and reply with your TRV Report ID to request reimbursement.

Submit

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

Your Report ID is: **TRV000391751** ←

Home Department: KPADM
 Reimbursement Amount: \$552.00
 Cash Advances : \$0.00 [Edit Advances](#) If you received a cash advance for this trip, select "Edit Advances" and enter amount.
 Due to Traveler: \$552.00

Next Steps:

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 report

Email Traveler to log-in and submit for approval
 Employee-Travelers with CalNet only.

Submit For Approval:

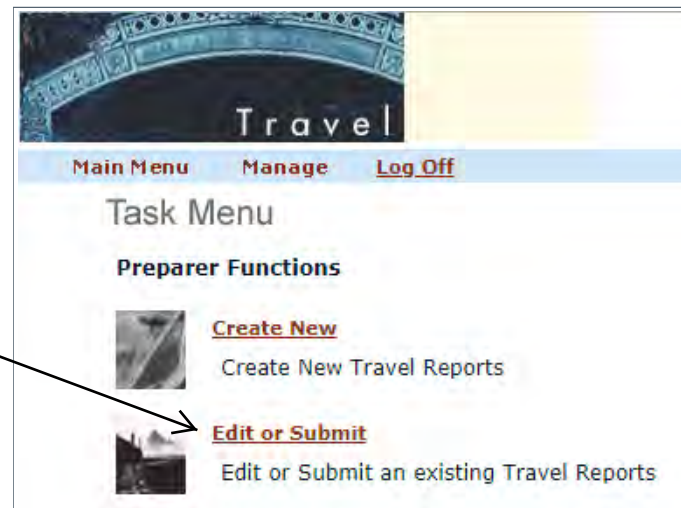
You cannot submit until you have charged your entire total to chart strings

Reply to your Pre-approval Jira ticket with this TRV#. This is how the LBS Analyst will be able to access your request when it is ready for funding information and approval.

IMPORTANT NOTE ON RECEIPTS:
 Be sure to redact any personal information from your documentation before uploading any files. Learn more about the Library's Data Security Policy on the LAS website. The system does not allow you to delete files. If you want to remove a file from your report because it requires editing, please send a request to the Campus Travel Office at travel@berkeley.edu.

*If you are preparing a report for someone else...

- Because the traveler is not submitting the report, the expenses must be certified by the traveler outside of the system. After completing the report and returning to the Main Menu, click "Edit or Submit."



- Under your "Saved" reports, find the report that requires the traveler's certification and click "View" under the "Report" column. The report will open in a separate window.

Saved | Submitted | Rejected

Below is a list of reports you have prepared but not submitted.

Search Saved Preparer Queue by Report ID

* - Indicates prepared by traveler

Report ID	Payee Name	Business Purpose	Amount Charged to Chart Strings	Reimbursement Amount	Create Date	Trip End Date	Edit	Report	Upload Receipts	Delete
TRV00CXXX	Last, First	Important research	\$0.00	\$17.00	6/29/2018	6/27/2018	Edit	View	Upload	<input type="checkbox"/>

Reply to the Pre-approval Jira ticket with this number. This is how the LBS Analyst will be able to access your request when it is ready for funding information and approval.

- Download this report and send it to the traveler to sign. Once the report has been signed, click "Edit" to return to your report in the system, upload the signed document with the trip's receipts, and click the button that says, "Save this report, return to Main Menu."
- Search your email for the corresponding Pre-approval Request and reply with the TRV Report ID.

Voucher Total: \$17.00
 Voucher Reimbursable Amount: \$0.00
 Advance #: \$0.00
 Check Amount: \$0.00

I certify 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 and I will attach all required receipts, including all expenses of \$75 or more.

 Approver Name and Title (Print)

 Approver Signature

 Date

 Traveler Signature

 Date

Questions? Email lbs@berkeley.edu.