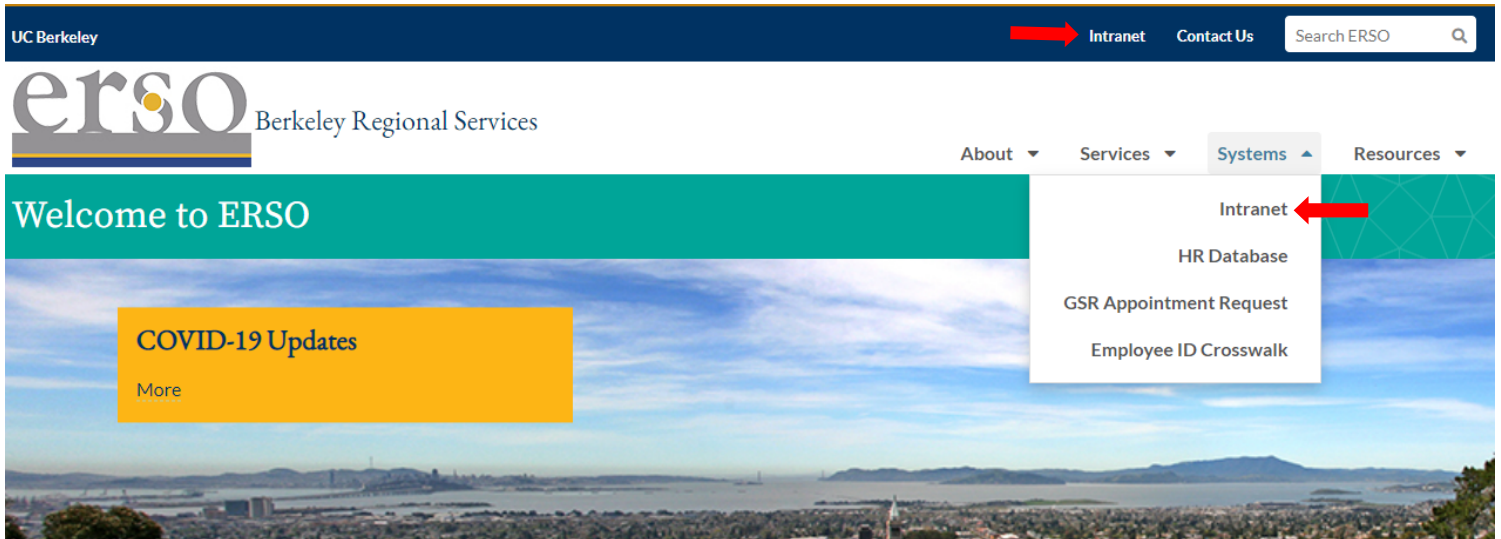**Supply Reimbursement**

Payment Request

1. Gather all *itemized receipts* in electronic form.
2. Submit your request in the ERSO Intranet.
3. Follow Instructions on the following page.

- *Itemized Receipt*
  What constitutes a receipt? A receipt is a payment document showing date of purchase, name of vendor/store, amount paid, description of goods purchased, and evidence payment was made (e.g., zero balance or marked "Paid").

1. Go to erso.berkeley.edu. Click on the Intranet link on the top right side of the homepage. Or click on Systems and choose Intranet.

2. Once you are logged in, click on the Business Services tab.
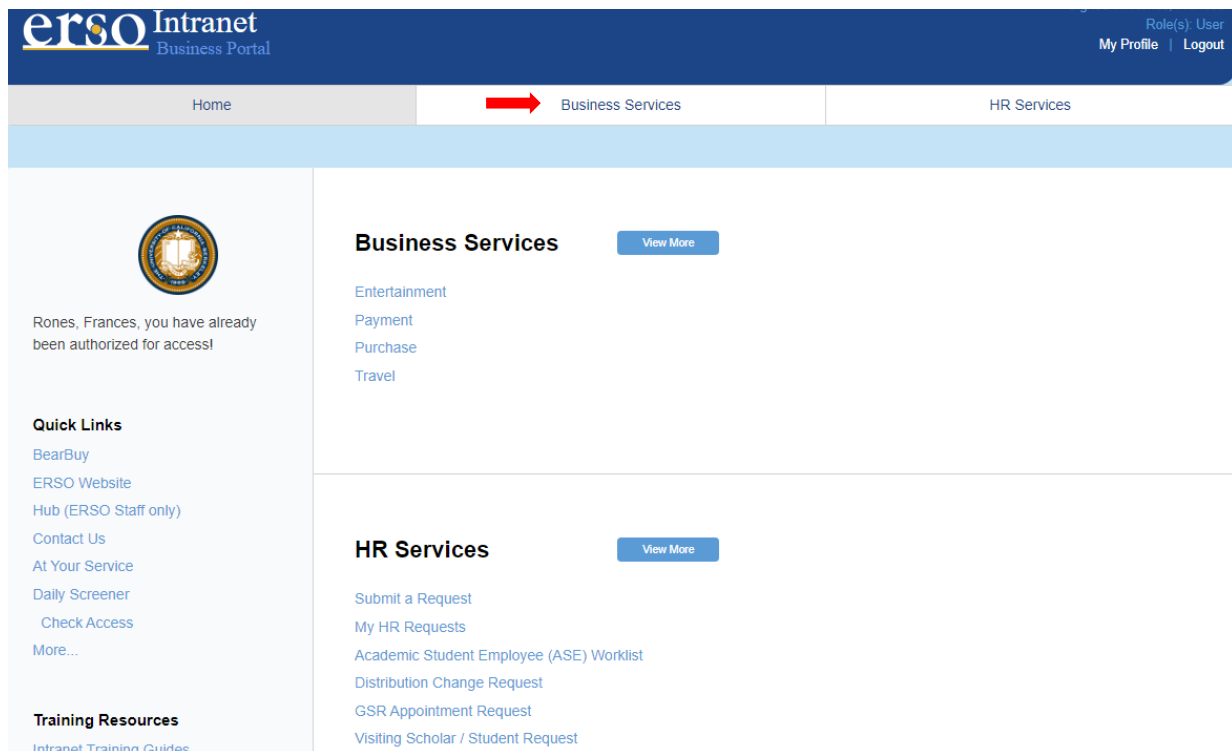
3. Submit a Payment Request by clicking on Submit Payment.

Travel

[Submit Travel]

Submit for:
- Travel Reimbursement
- Conference registration
- Payment to hotel or third party
- Travel Advance

Entertainment

[Submit Entertainment]

Submit for:
- Entertainment reimbursements / Payments
- Catering Services / Conferences
- Business meetings
- Contract review

Purchase

[Submit Purchase]

Submit for:
- Goods and services
- After the fact vendor payments
- Independent Contractors
- Memberships

Payment

[Submit Payment]

Submit for:
- Non-T&E Reimbursement (supply)
- Honoraria (non-employee)
- Participant Support
- Deliveries / Utilities
- Petty Cash / Refunds

4. Fill out the form. Under PI/Center/Department choose Nuclear Engineering if you want to use departmental funds. Choose your name if you want to use research funds. Attach your receipts before you submit your request. Contact financialcluster@me.berkeley.edu if you have any questions.

PI/Center/Department *

[Select ▼]

Payee name *

[   ]

EID, SID or Vendor ID (optional)

[   ]

Business Purpose & Payee Information *

[   ]

Item description *

[   ]

Amount *

[   ]   ✕

[+ Add Line Item]

[Compute Total] [0.0]

Attach files *   *File types & size limits*

[Select File]

Add more files

Personally identified information (PII) may not be uploaded to ERSO Intranet, unless the notice triggering data is redacted and completely unreadable. Please remove this data from documents before uploading it. Learn more here.

I certify that the expenses claimed were incurred by me on official University business on the dates shown. I will upload the receipt as required by University policy.

[Submit] [Save for Later]