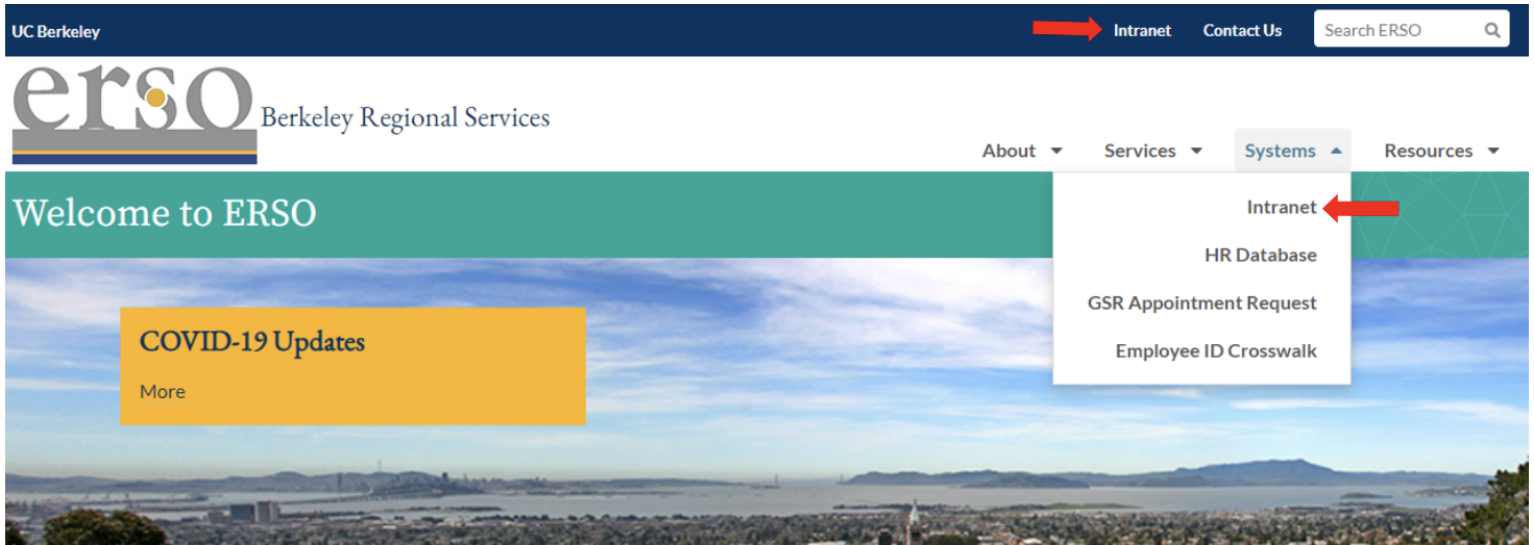**Supply Reimbursement**

Payment Request

1. Gather all *itemized receipts*, in electronic format.
2. Complete the Miscellaneous (Supply and Materials) Reimbursement Form. Find all reimbursement forms at
   https://nuc.berkeley.edu/department-financial-resources/
   1. Requester must certify their expenses via signature on the form or electronic certification.
   2. Requester must get PI/group advisor's signature as their "Approver."
3. Submit your request in the ERSO Intranet.
4. 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.
You may need to request access to the Intranet the first time you use it.
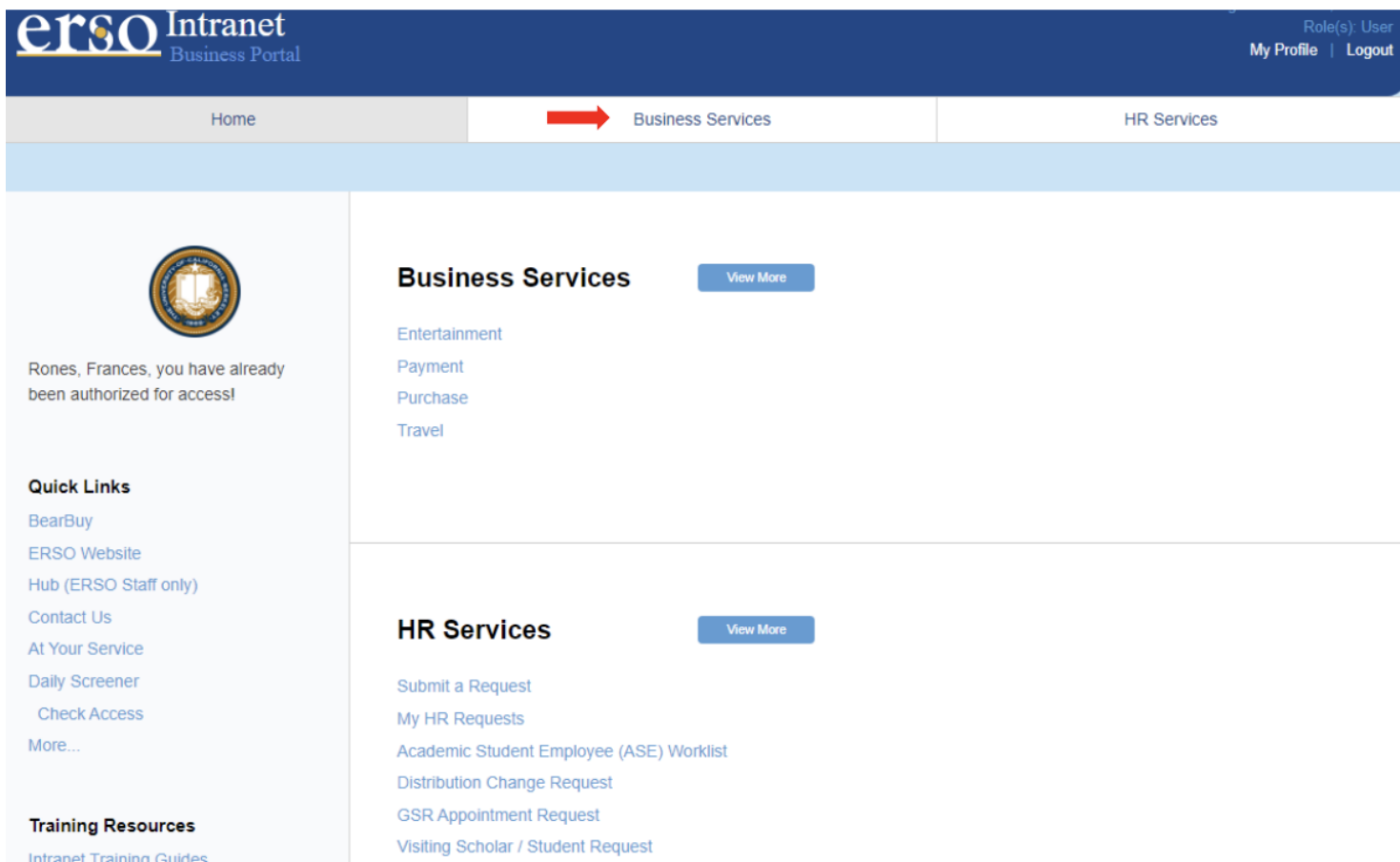
3. Submit a Payment Request by clicking on Submit Payment.

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 the PI wants to use their department funds. Choose the PI's name if they want to use their research funds. Attach the supply reimbursement form along with all itemized 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