Travel Reimbursement

Domestic (Continental) Travel

1. Gather all *itemized* receipts, in electronic format.
    Itemized receipts required for ALL expenses regardless of amount.
2. Complete the Continental Travel Expense Reimbursement Form. Find all reimbursement forms at https://nuc.berkeley.edu/department-financial-resources/
    a. Traveler must certify their expenses via signature on form or electronic certification.
3. Submit your request on the ERSO Intranet.
4. Follow instructions on the following page.

Foreign & Non-Continental Travel

1. Gather all itemized receipts, in electronic format.
    Itemized receipts required for ALL expenses regardless of amount.
2. Complete the Foreign Travel Expense Reimbursement Form. Find all reimbursement forms at https://nuc.berkeley.edu/department-financial-resources/
    a. Traveler must certify their expenses via signature on form or electronic certification.
3. Daily limits for lodging and meals vary by location and are available on the US Travel Management website.
4. Submit your request on the ERSO Intranet.

5. Follow instructions on the following page.

    Notes:
    *Submit requests in U.S. dollars: refer to your credit card statement or look up rates effective on the purchase date at http://www.x-rates.com.
   *Documentation Requirement to Reimburse Foreign Visitors (for travel to the US)
    *Additional information and details regarding travel document & receipt requirements is available at UCB Travel Site.


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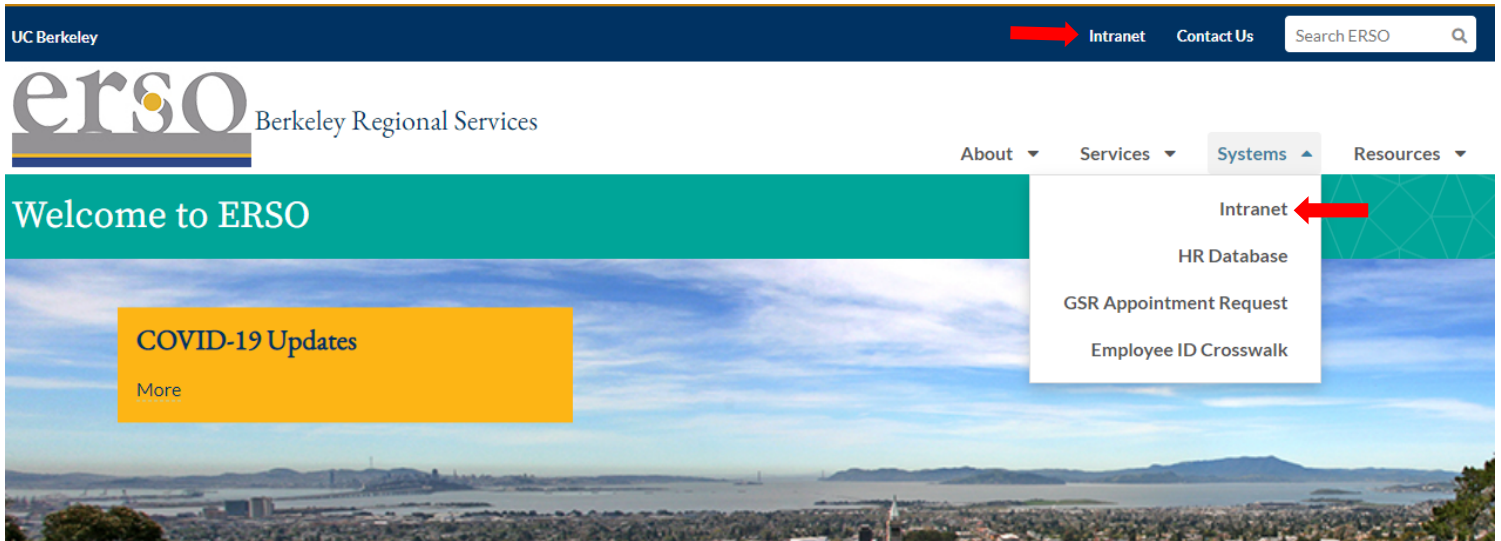
2. Once you are logged in, click on the Business Services tab.
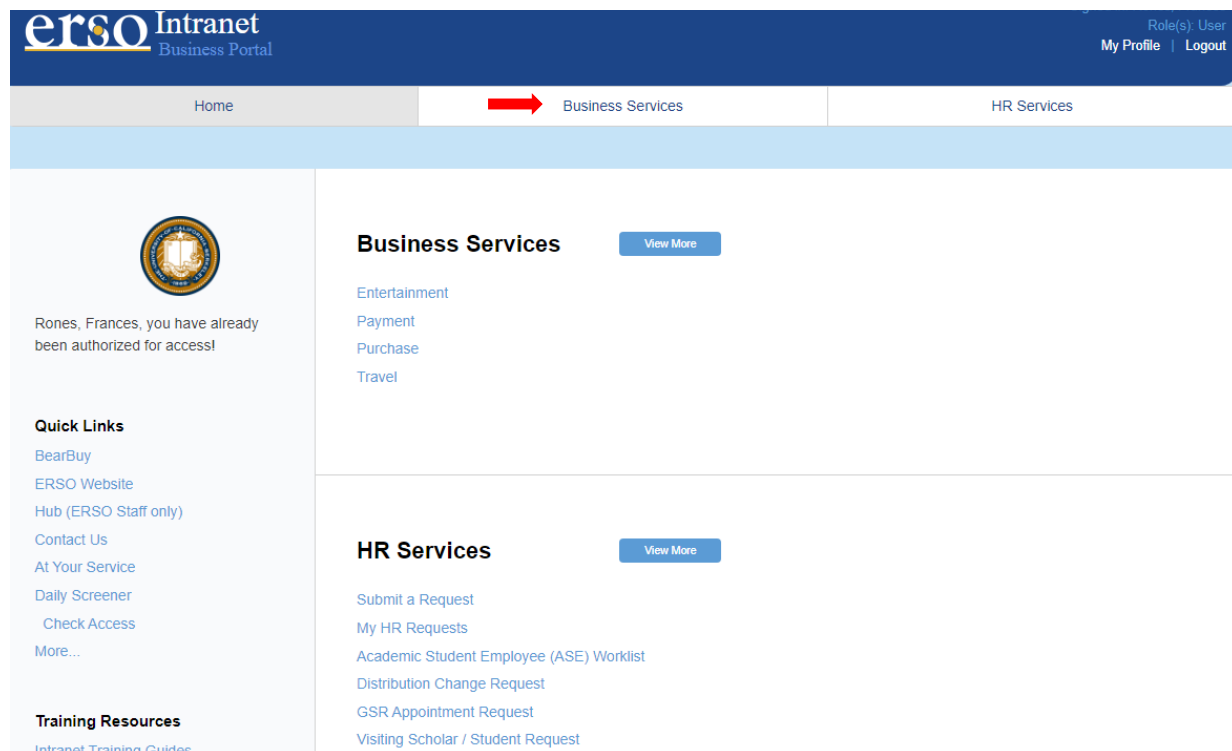
3. Submit a Travel Request by clicking on Submit Travel.

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 request 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 the corresponding travel 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, Destination, Travel Dates, Conference URL (if applicable) *

[   ]

Date of trip completion *

[   ]

Amount Requested *

[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.

By clicking on the following button, I certify that the expenses claimed were incurred by me or the traveler on official University business on the dates shown. I will upload receipts for airfare, car rental, hotel, and each expense of $75 or more as required by University policy.

[Submit] [Save for Later]