Entertainment Reimbursement

Entertainment Reimbursement/Vendor Payment Request

1. Gather all event *itemized* receipts/invoices in electronic format. (i.e. meal, refreshment or catering vendor receipts/invoices).
2. Complete the Entertainment Payment Request Form. Find all forms at https://www.me.berkeley.edu/services/financial-services/
   a. Event host – individual must be present at the event and certify expenses and business purpose via signature on form or electronic certification.
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.
3. Submit an Entertainment Request by clicking on Submit to Other Group.

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