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 reimbursement 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.
   b. 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 an Entertainment Request by clicking on Submit Entertainment.

4. Fill out the form. Under PI/Center/Department choose Mechanical Engineering if the PI wants to use department funds. Choose the PI's name if they want to use their 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.