

Supply Reimbursement

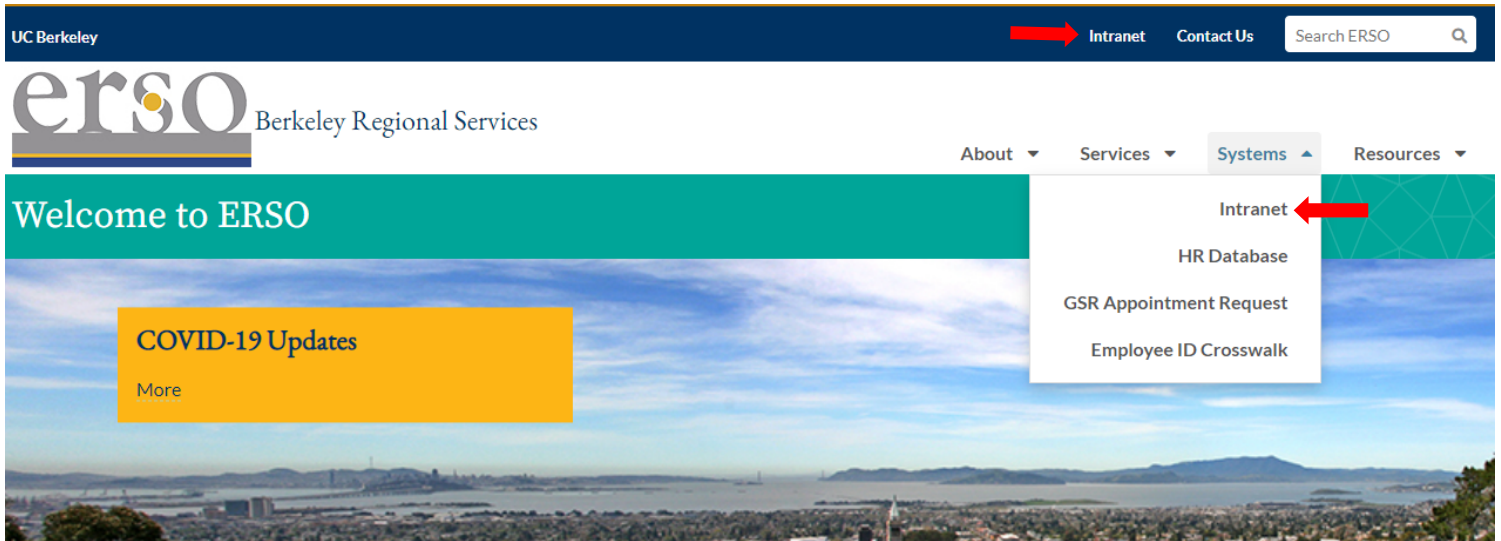
Payment Request

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*

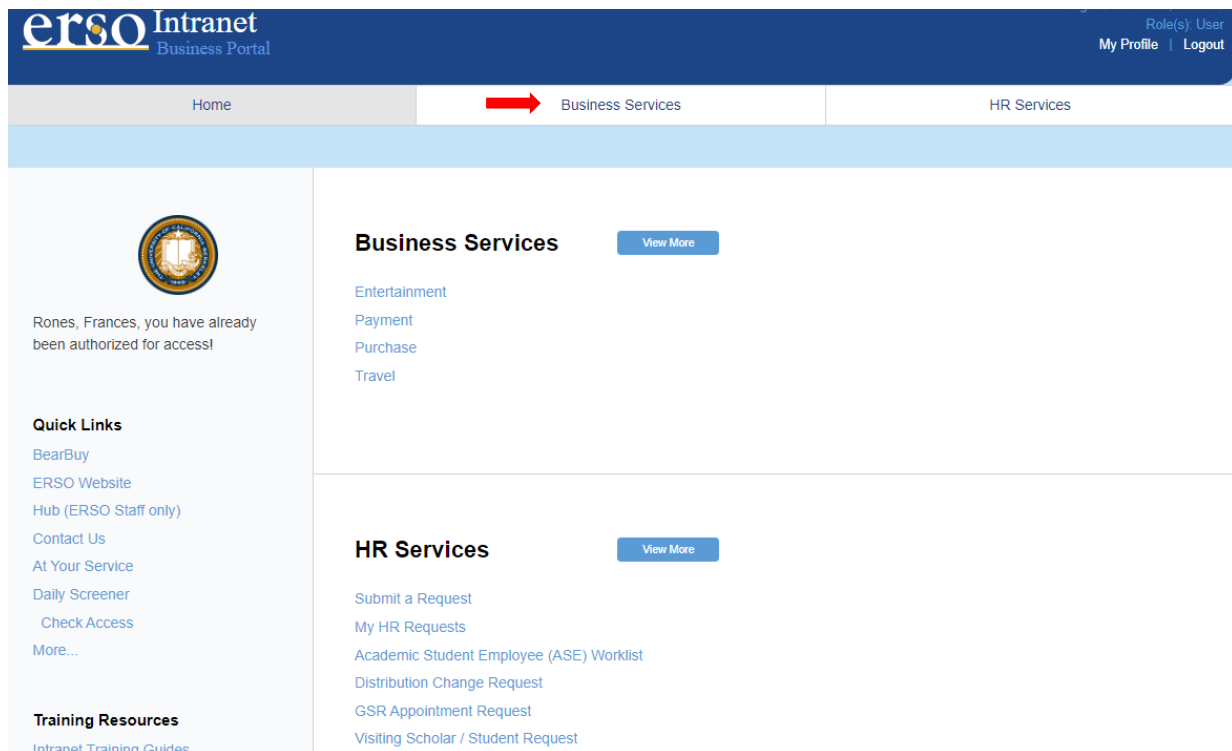
What constitutes a receipt? A receipt is a payment document showing date of purchase, name of vendor/store, amount paid, description of goods purchased, and evidence payment was made (e.g., zero balance or marked "Paid").

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.



The screenshot shows the ERSO homepage. At the top left, it says "UC Berkeley". At the top right, there is a search bar labeled "Search ERSO" and two links: "Intranet" (highlighted with a red arrow) and "Contact Us". Below the search bar is the ERSO logo and "Berkeley Regional Services". A navigation menu includes "About", "Services", "Systems", and "Resources". The "Systems" menu is open, showing "Intranet" (highlighted with a red arrow), "HR Database", "GSR Appointment Request", and "Employee ID Crosswalk". A large banner area says "Welcome to ERSO" and features a "COVID-19 Updates" section with a "More" link. The background is a scenic view of Berkeley.

2. Once you are logged in, click on the Business Services tab.



The screenshot shows the ERSO Intranet Business Portal. The top navigation bar includes the ERSO logo, "Intranet Business Portal", and user information: "Role(s): User", "My Profile", and "Logout". Below the navigation bar are three tabs: "Home", "Business Services" (highlighted with a red arrow), and "HR Services". The main content area is divided into two sections: "Business Services" and "HR Services". The "Business Services" section includes a "View More" button and links for "Entertainment", "Payment", "Purchase", and "Travel". The "HR Services" section includes a "View More" button and links for "Submit a Request", "My HR Requests", "Academic Student Employee (ASE) Worklist", "Distribution Change Request", "GSR Appointment Request", and "Visiting Scholar / Student Request". On the left side, there is a "Quick Links" section with links for "BearBuy", "ERSO Website", "Hub (ERSO Staff only)", "Contact Us", "At Your Service", "Daily Screener", "Check Access", and "More...". Below that is a "Training Resources" section with a link for "Intranet Trainino Guides". A message states: "Rones, Frances, you have already been authorized for access!".

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 **Mechanical 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