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://me.berkeley.edu/resources/financial-services/
   
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 Non-Continental & Foreign Travel Expense Reimbursement Form. Find all reimbursement forms at https://me.berkeley.edu/resources/financial-services/
   
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.

4. Fill out the request 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 corresponding travel reimbursement form along with all itemized receipts before you submit your request. Contact financialcluster@me.berkeley.edu if you have any questions.