

**Please note that airfare CANNOT be charged to a Direct Bill ID if ANY personal time is included in the trip**

**A Travel Expense Report (Travel Reimb Form) must be submitted through ERSO's intranet system after EACH trip, even if no reimbursement is due to the traveler (e.g. the only expense was airfare paid with a Direct Bill ID)**



## Direct Bill ID Request Form

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Traveler's Name (Last Name, First):

***Note: Traveler's name must match the name on the government issued photo ID carried by the traveler while travelling.***

Traveler's Employee ID #:

OR

Traveler's Student ID # :

Contact Information for the Traveler:

Email:

Phone Number:

Detailed Trip Purpose (If applicable, please include the name of the conference or workshop):

Approximate Departure Date:

Approximate Return Date:

Is the Travel Destination Domestic or International? (please select one)

Domestic

International

If Domestic flight, provide Destination City and State:

If International flight, provide Destination City and Country:

Estimated Cost:

Fund Source/Chartstring to charge:

Comments (if any):

Requester's Printed Name and Signature:

Authorizing Name and Title:

Authorizing Signature & Date:

**If using Departmental funds, please send completed form to: [financialcluster@me.berkeley.edu](mailto:financialcluster@me.berkeley.edu)**

**If using Research/ERSO funds, please send completed form to your PI's Research Support Officer (RSO)**