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 Domestic 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.
   b. Traveler must get PI/group advisor's signature as their "Approver."
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 Domestic 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.
   b. Traveler must get PI/group advisor's signature as their "Approver."
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.
   *You may need to request access to the Intranet the first time you use it.*
3. Submit a Travel Request by clicking on Submit Travel.

4. Fill out the form. Under PI/Center/Department choose Mechanical Engineering if the PI wants to use their department funds. Choose the PI's name if they want to use their research funds. Please attach the PO Request Form along with any links or quotes before you submit your request. Please contact financialcluster@me.berkeley.edu if you have any questions.