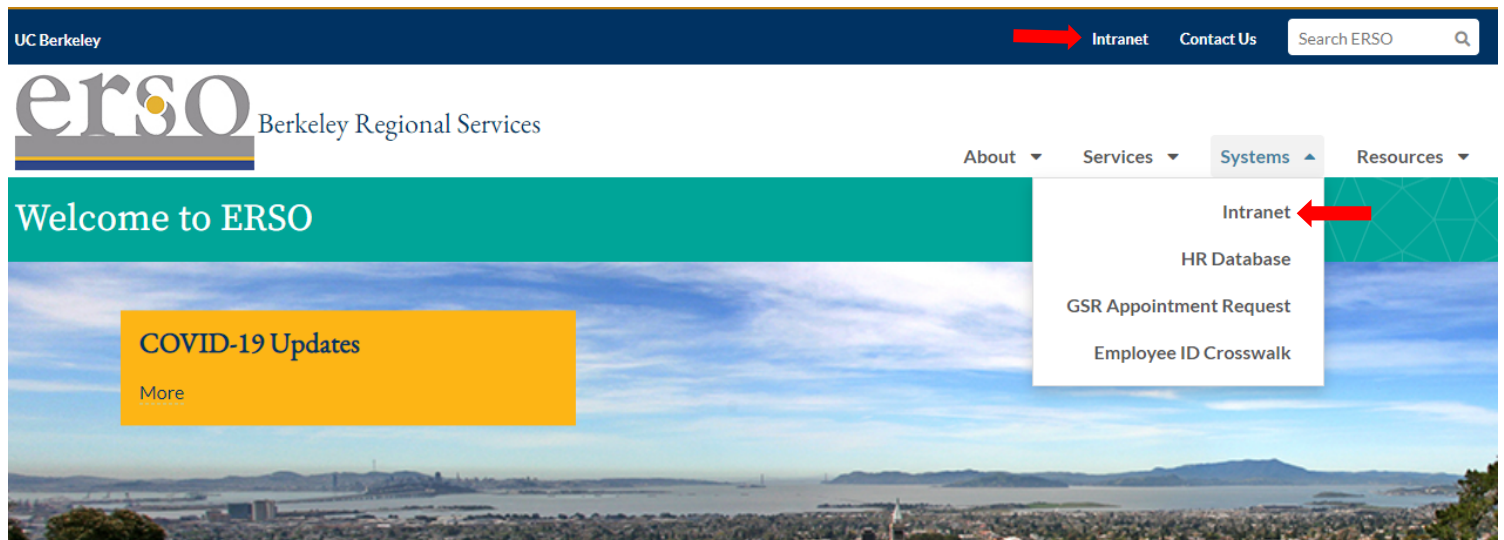


Entertainment Reimbursement

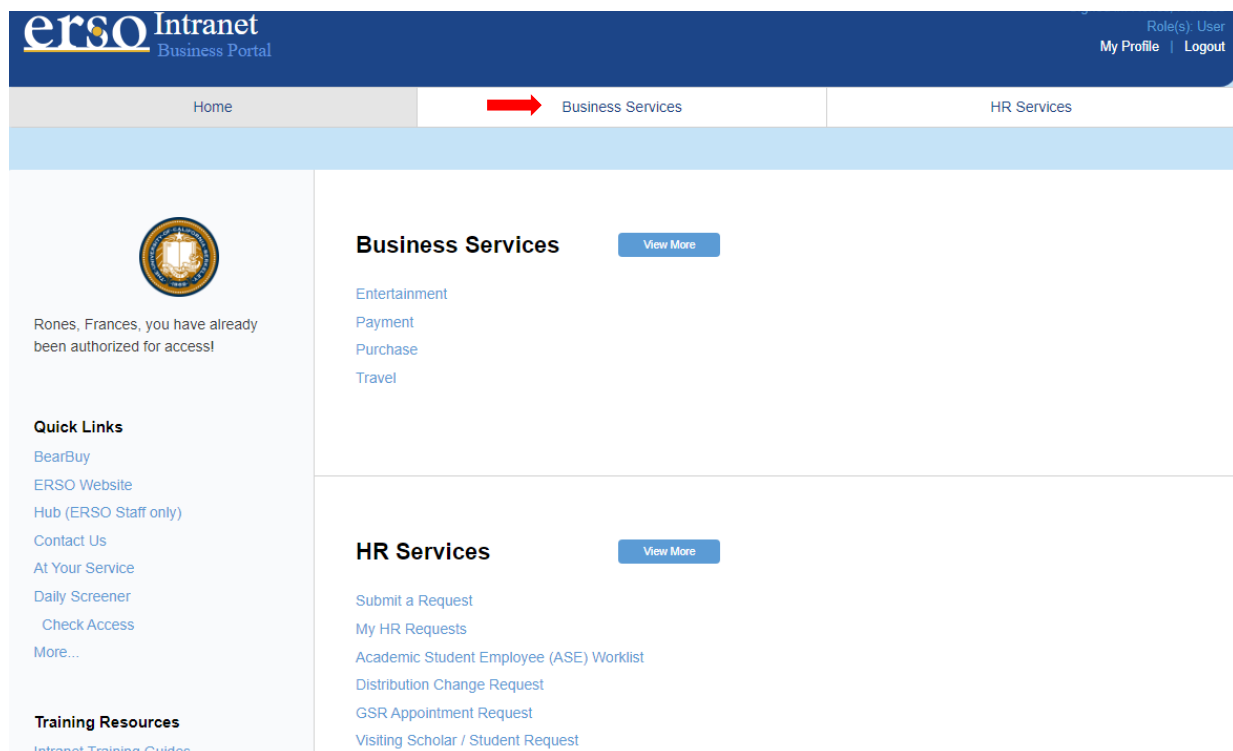
Entertainment Reimbursement/Vendor Payment Request

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 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.
 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.



3. Submit an Entertainment Request by clicking on Submit to Other Group.

Travel

Submit to My Group

Submit to Other Group

Submit for:

- Travel Reimbursement
- Conference registration
- Payment to hotel or third party
- Travel Advance

Entertainment

Submit to My Group

Submit to Other Group

Submit for:

- Entertainment reimbursements / Payments
- Catering Services / Conferences
- Business meetings
- Contract review

Purchase

Submit to My Group

Submit to Other Group

Submit for:

- Goods and services
- After the fact vendor payments
- Independent Contractors
- Memberships

Payment

Submit to My Group

Submit to Other Group

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 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.

PI/Center/Department *

Select

Payee name *

EID, SID or Vendor ID (optional)

Business Purpose, Location & Special Instructions *

Date of Event *

Amount Requested *

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.](#)