

Entertainment Reimbursement Job Aid

For Preparers:

1. Go to <http://ecnr.berkeley.edu> PMB associated employees go to <http://epmb.berkeley.edu>
2. Click: "Login" located on the dark blue navigation bar; enter your CalNet ID and passphrase.
If you do not have a CalNet ID or have trouble logging in please contact: cnrit@berkeley.edu
3. At the top of this page in the dark blue navigation bar, go to: "Purchasing/Reimbursement" link.
Click on the link.
4. Two thirds down the page, go to "Queue a purchase or reimbursement request for review & approval" section.
5. At "Select name" use the pull down menu and choose the name of your faculty member or manager who has the project or funding the entertainment benefited or will be paid from.

Entertainment Reimbursement:

6. Choose "Request reimbursement for entertainment expense" from the four available options:
7. Unit: Your PI Faculty name will pre-populate. Check to make sure the name is correct.
8. Complete all areas(boxes) indicated on the form including:
 - a. Reimburse: Choose the person to be reimbursed from the pull down list. If the persons name is unavailable, enter person's name, employee or student ID or their Social Security number (if they are not an employee or Berkeley student) and their contact phone number in the comment field.
 - b. Comments: add the fund number or project the reimbursement was benefiting. You may add any other important comments, such as split funding the order.
Note: If you are split funding an order, note project name or fund number supplies are benefiting and dollar amount or percentage of split in the comments section.
 - c. Qty and Description: Information under description provides current maximum reimbursement allowance for various meals. You can type over this information and combine multiple type meals together. Ex. Qty 5, Description breakfast cost \$20 each, total entered would be \$100.
For multiple days of same even enter all days in Comments field.
Additional you have the option to add lines using the buttons.
9. Click "Calculate totals" button, when you are finished entering your reimbursement.
10. You may upload any other information needed to document request by clicking the "yes" radio button and uploading pdf documents, ex. for open (public events) upload notice/flyer. Note: do not upload receipts.
11. Choose one of the four options:
 - a. Queue Request for Review (reimbursement is ready for approval by PI or designee)
 - b. Save request but don't queue for review (you may want to finish or add to reimbursement later)
 - c. Return without saving request (delete request)
 - d. Cancel request

After reimbursement has been reviewed and approved:

12. Print out a hard copy of the approved reimbursement request, the person to be reimbursed must sign the hard copy. Attach the original receipts to the signed hard copy and submit to CNR Purchasing Unit, 54 Mulford Hall.
Note: CNR Purchasing staff will check the queue daily for reimbursements but processing of payment cannot go forward without the receipts and signed hard copy of this form.

For Approvers:

1. Follow instructions 1 through 3 at top of this page to log in for approval access.
2. Below "Access purchasing & reimbursements functions for a unit for which you have ordering password" find: Faculty name
3. Faculty name (approver) should pre-populate above password box, once you set your password. Type in password.
See below, **First Time Approver Set Up Instructions** for setting up your password.
4. "Click on Validate Password" button.
5. Select "Find requests that need review and chart strings" and click on link. This link is found beneath the box:
6. Go to "Vendor" column and below click on vendor name to review that particular order or reimbursement request.
7. You will now see the entire reimbursement (or order) the preparer entered for your review and Approval. (Preparers have been advised to include fund or project the goods/service will be used towards in the comments box).
8. Find the Chartstring box, from the pull down arrow, chose the correct chartstring for the project the reimbursement is benefiting.
If the chartstring is not in the pull down list, add it at the beginning of the comments section.
Note: Contact your assigned Research Administrator if you would like to have the chartstring added for future use. Chartstrings with small appropriations are not routinely added, in order to prevent fund overdrafts.
Approvers are also allowed to add/edit names of those to be reimbursed. This is located to the right Reimburse: box. See instructions below for, **Adding vendors and names for reimbursements**, for those needing reimbursements you may need to add their names the first time they make a reimbursement request in Our Unit.
9. Click the "Calculate totals" button.
10. Choose option: "Approve reimbursement expenses".
You have three other choices if you are not ready to send request to CNR Purchasing Unit.
CNR Purchasing staff will check the queue daily for reimbursements but payment cannot be processed without the receipts and signed hard copy of this form.

First Time Approver Set Up Instructions: Approvers must be faculty or managers of funding and must log in with their CalNet ID in order to be able to set a password.

Follow step 1-3 at the top of this job aid. Then under "Access purchasing & reimbursements functions for a unit for which you have ordering password", first time approvers, click on "Update ordering password" link. This link only displays for the Faculty member or managers of funding; this is a security function. Enter your new password of up to eight characters twice and select **Update password**. The system will return you to the Purchasing page where you may enter your new password and click "Validate Password".

Adding vendors and names for reimbursements:

Approvers are also allowed to add/edit vendors to the right of the Vendor name. For those needing reimbursements you may need to add their names the first time they make a reimbursement request in Our Unit. For easy of finding their name in vendor pull down use last name, then first name when adding or editing.