












Berkeley Campus Shared Services

Business & Financial Services Navigator

If I need to have:	Where do I go?
 <p>my domestic travel reimbursed:</p>	<p>Domestic Travel Form (How to Submit) <i>Domestic Travel Reimbursement Claim Form</i></p>
 <p>my international travel reimbursed:</p>	<p>International Travel Form (How to Submit) <i>International Travel Reimbursement Request Form</i></p>
 <p>my entertainment expense reimbursed:</p>	<p>Entertainment Personal Reimbursement Form <i>Entertainment Reimbursement Request Form</i> (How to Submit)</p>
 <p>my out-of-pocket expense reimbursed (non-travel/non-entertainment):</p>	<p>Payment Request Form <i>Log into BearBuy; click 'Forms' near the top of the screen; click 'Organization Forms' on left-hand menu; find 'Payment Request Form' (forms are in alpha order)</i></p>
 <p>a vendor paid for catering:</p>	<p>Entertainment Payment to Vendor Form <i>Entertainment Purchase Order Expense Form</i> (How to Submit – see page 2)</p>
 <p>an item purchased for my office or lab:</p>	<p>Purchasing</p>
 <p>a new vendor set-up for payment:</p>	<p>Vendoring</p>
 <p>a professional service provider perform work for me:</p>	<p>Independent Contractors</p>
 <p>a human subject paid:</p>	<p>Human Subject Prepaid Card Program</p>
 <p>an honorarium paid:</p>	<p>Honoraria Guidelines</p>
 <p>a vendor paid without a PO in place: <i>(To pay for goods/services for which a purchase order has not previously been completed; not used for entertainment/catering)</i></p>	<p>After the Fact PO Form <i>Log into BearBuy; click 'Forms' near the top of the screen; click 'Organization Forms' on left-hand menu; find 'After the Fact PO' (forms are in alpha order)</i></p>

Paying for Entertainment Expenses

Did you pay out-of-pocket and need reimbursement, or does a vendor (e.g., caterer, restaurant) need to be paid?

I paid out-of-pocket and need reimbursement

Complete an: [Entertainment Personal Reimbursement Form](#)

Submit via a **CSS Non-Purchase Request** in BearBuy:
 Log into [BearBuy](#)
 Click 'Forms' near the top of the screen
 Click 'Campus Shared Services' on the left-hand menu
 Click 'View Form' on the right side of the screen
 Follow the 'Form Instructions' on the left side of the window to complete and submit your request

A vendor needs to be paid

Is there time to create a Purchase Order (PO) prior to the event?

YES

Complete an: [Entertainment Payment to Vendor Form](#)

Before the event, submit via a **Service Order Request Form** in BearBuy:
 Log into [BearBuy](#)
 Click 'Forms' near the top of the screen
 Click 'Organization Forms' on the left-hand menu
 Find 'Non-Catalog Form' (forms are in alpha order)
 Click 'View Form' on the right side of the screen
 Follow the 'Instructions' on the left side of the window to complete and submit your request. You will attach the Entertainment Payment to Vendor Form with invitation list, vendor quote, and meeting/ event agenda (if available).

NO

Complete an: [Entertainment Payment to Vendor Form](#)

After the event, submit via a **Payment Request** in BearBuy:
 Log into [BearBuy](#)
 Click 'Forms' near the top of the screen
 Click 'Organization Forms' on the left-hand menu
 Find 'Payment Request Form' (forms are in alpha order)
 Click 'View Form' on the right side of the screen
 Follow the 'Instructions' on the left side of the window to complete and submit your request. You will attach the Entertainment Payment to Vendor Form with attendee list, vendor invoice, and meeting/ event agenda (if available).

Please note that the "After the Fact PO" form in BearBuy is not used for entertainment expenses.

After the event has occurred, submit vendor invoice & any outstanding back-up to: ucinvoice@berkeley.edu, referencing the PO#.

Creating a PO in advance allows for expeditious processing of the vendor invoice following the event.

Need help?

Contact:
 CSS Business & Financial Services
 510-664-9000 x2
bnfscshelp@berkeley.edu