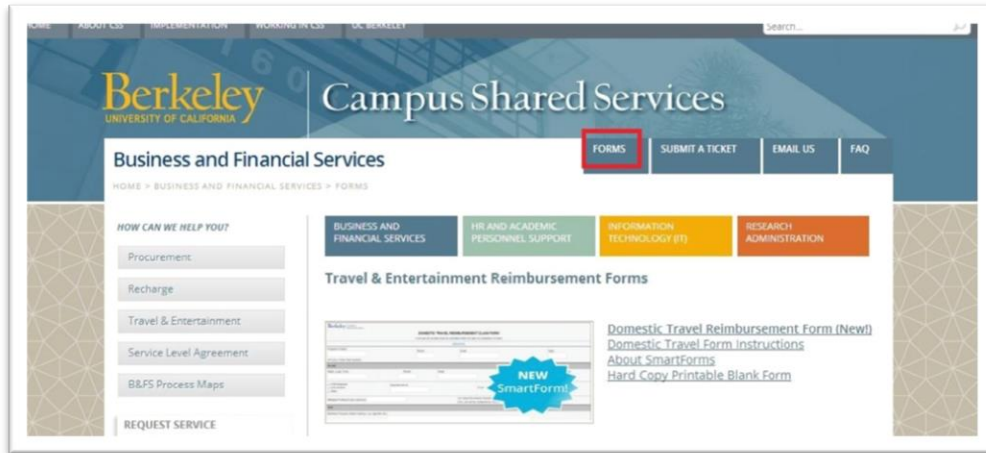
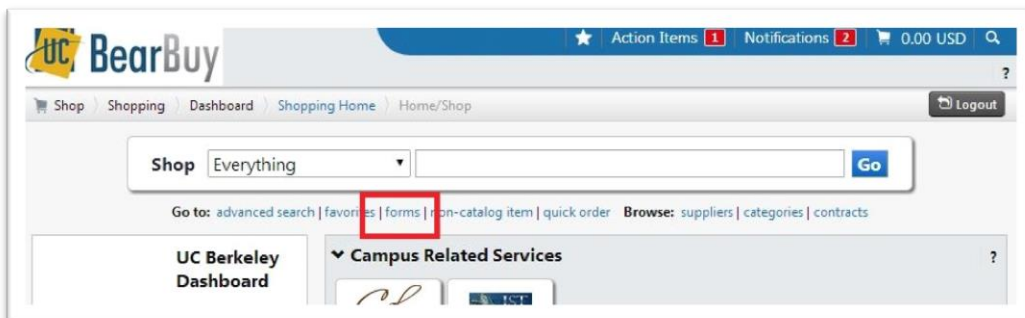


To request a personal Travel or Entertainment reimbursement

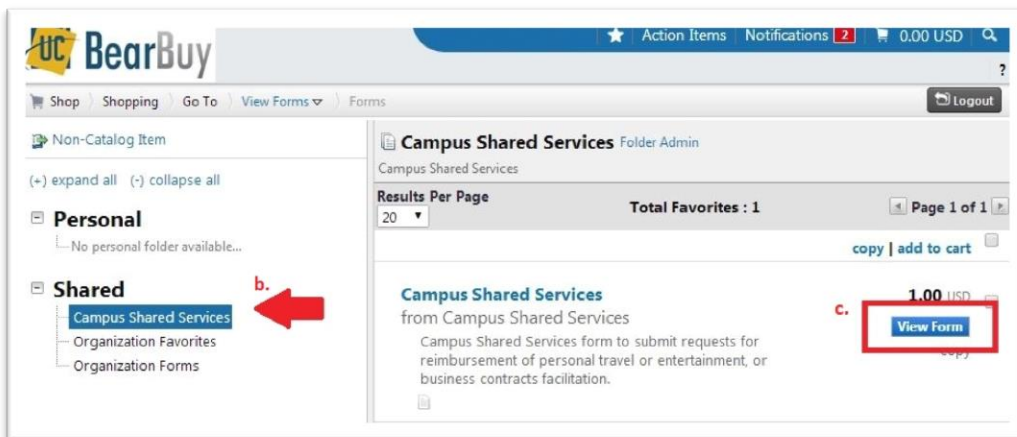
1. From the Campus Shared Services website, click on the **Business and Financial Services** tab
 - a. Select the **FORMS** tab (sharedservices.berkeley.edu/finance/forms-3/).
 - b. Complete the appropriate form, print, and obtain signatures.



2. Scan the form, your receipts, and supporting documents (itinerary, etc.) as a PDF file.
3. Log in to [BearBuy](#)
 - a. Click on the **forms** link.



- b. Choose the **Campus Shared Services** link
- c. Click on **View Form**.



To request a personal Travel or Entertainment reimbursement

4. Populate traveler or host name and contact fields, also indicate an activity type from the drop down menu.

CSS Non-Purchase Request ?

Supplier Campus Shared Services
Fulfillment Address 001, BFS ID: 0000822080:
1608 4th Street
Berkeley, CA 94704 US
Supplier Phone +1 (510) 664-9000

Traveler or Host Name
Traveler or Host: Contact Email and Phone

For Business Contracts or Inquiries:
Department Contact Name
Email and Phone

Please indicate activity type: Travel Reimbursement

When to use this form:
for Campus Shared Services-supported units only.
to place a request with **Campus Shared Services, Business & Financial Services** for:
Personal Travel & Entertainment reimbursement
Business Contracts facilitation

5. Enter an item description, such as “Travel to Seattle for XYZ conference March 3-6, 20XX.” Leave the estimated amount as “1”.

Expense Information ?

Expense Information	Quantity	Estimated Amount
<input type="text"/> 254 characters remaining expand clear	1	1.00
Expense Information Total:		1.00

6. Attach the PDF from step 4 by clicking **add attachment** under the Internal Attachments header.

Attachments ?

Privacy Warning: Do not upload any document in BearBuy, or any other website application, unless the notice triggering data and the home & family data is blacked out and **completely unreadable**. The best approach is to remove this data from the document before uploading it. [Data Privacy]

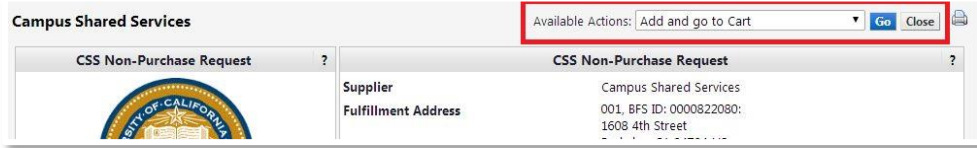
Internal Attachments

Internal Attachments [Privacy Warning]
[add attachment...](#)

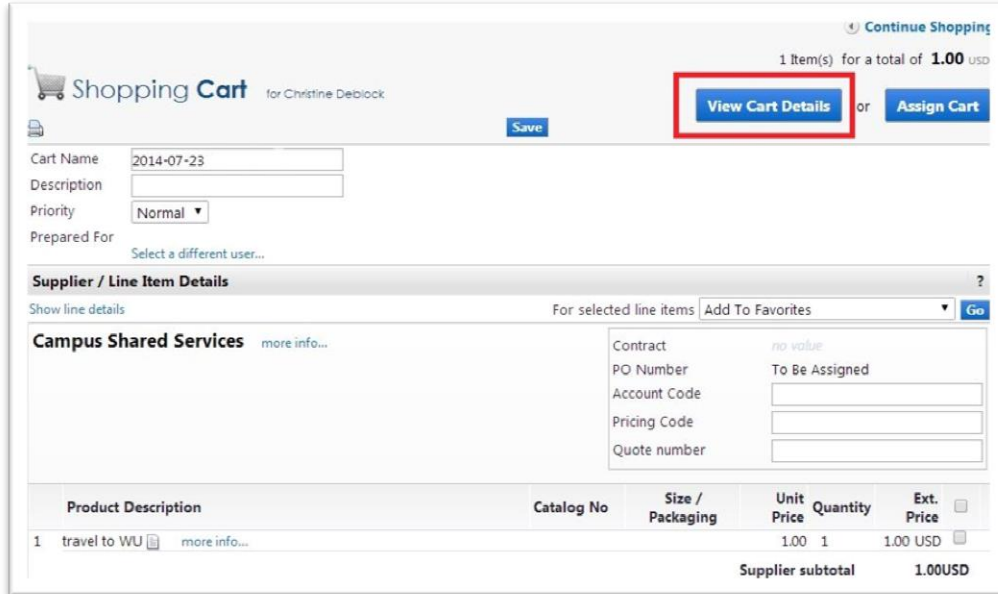
Total 1.00

To request a personal Travel or Entertainment reimbursement

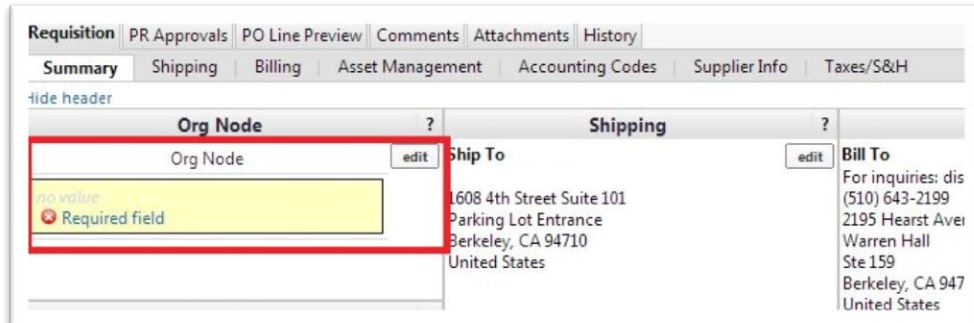
7. Click **Go** button next to “Add and go to Cart.”



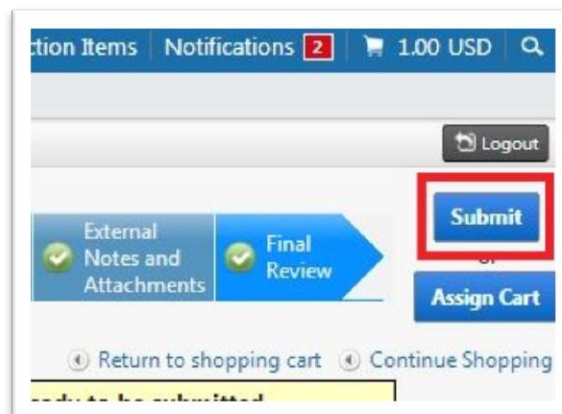
8. Click **View Cart Details** button.



9. Enter your **Org Node** if it is not already present by clicking on the **edit** button.



10. Select the **Submit** option using the button at the top right of the screen.



****Please submit only ONE travel or entertainment reimbursement request per cart.**