

Reimbursements – UCB Employees (faculty, staff, students)

All reimbursements should be submitted through [BearBuy](#) and you will need to log in with your Calnet ID & Passphrase to access.

Information regarding reimbursements can be found on the CSS Team 9 website here: <http://res2.berkeley.edu/reimbursements-css-business-financial-services>

For travel reimbursements (i.e. transportation, gas, lodging, food, etc.)

Please refer to this website for instruction and access to travel reimbursement forms: <http://sharedservices.berkeley.edu/finance/business-and-financial-services-ticketing-system/>

Note that the BearBuy CSS Non-Payment Request form is found after logging into BearBuy.

- Hover over the shopping cart icon at the top left of the page
- hover over the word "shopping" in the window on the left
- then select "view forms"
- Under "Shared" select "Campus Shared Services"
- then select the "Campus Shared Services" form (the only one listed)

Additional information regarding travel reimbursements can be found on the CSS Team 9 web page here: <http://res2.berkeley.edu/travel-reimbursements-css-business-financial-services>

For entertainment reimbursements (i.e. meals, events, etc.)

Please refer to this website for instruction and access to entertainment reimbursement forms: <http://sharedservices.berkeley.edu/finance/business-and-financial-services-ticketing-system/>

Note that the BearBuy CSS Non-Payment Request form is found after logging into BearBuy.

- Hover over the shopping cart icon at the top left of the page
- hover over the word "shopping" in the window on the left
- then select "view forms"
- Under "Shared" select "Campus Shared Services"
- then select the "Campus Shared Services" form (the only one listed)

Additional information regarding entertainment reimbursements can be found on the CSS Team 9 web page here: <http://res2.berkeley.edu/travel-reimbursements-css-business-financial-services>

For non-travel reimbursements (i.e. supplies)

Please refer to this website for instruction: <http://procurement.berkeley.edu/buying/buying-services/reimbursements-employees>.

Note that the BearBuy Payment Request form is found after logging into BearBuy.

- Hover over the shopping cart icon at the top left of the page
- hover over the word "shopping" in the window on the left
- then select "view forms"
- Under "Shared" select "Organization Favorites"
- then scroll down and select "Payment Request Form"

This page gives detailed instruction for completing this form: http://baimanuals.berkeley.edu/JobAids/bearbuy/BB27_PaymentRequestForm.pdf

If you have additional questions, CSS Team 9 (<http://res2.berkeley.edu/>) is here to help - Jadine Palapaz (jpalapaz@berkeley.edu) is the reimbursements supervisor.

A guide to your chartstring:

If you were given a chartstring, it looks something like this (with or without one or both of the text/alpha-numeric sections):

- ##### - ## - text1 - text2

Translation of this chartstring:

Fund - Department - Pgm Code - Chartfield1 - Chartfield2

The Account Code that is often requested prior to the fund number is not part of your chart string; however, it helps to designate the type of expense (ie. office supplies, air travel, non-air travel, general supplies, etc.) and will vary depending on what was purchased. You can leave the Account Code blank and the purchasing group will provide it when they process the requisition.