

Tracking the Status of Your Travel/Entertainment Reimbursements

The online travel (TRV) and entertainment (ENT) reimbursement system includes a tracking feature – since CalNet Authentication is required for access, viewing TRV and ENT reports is available only to the individual receiving the reimbursement and the Business Services team of report preparers.

Accessing the online tracking system via BLU portal

1. Log in to the BLU business portal with your CalNet ID from the UC Berkeley home page – click on the BLU link located to the right of the photo of the day.
2. Click on the FINANCE tab.
3. Click on either ENTERTAINMENT REIMBURSEMENTS or TRAVEL REIMBURSEMENTS.
4. Select TRACK REPORTS/VIEW REPORTS.
5. Enter the report ID number, if known, or simply enter your last name only and then click on the SEARCH button.
6. A list of your reimbursement requests will appear.
7. Click on a Report ID number from your list.
8. Click on the gray VIEW IMAGE button to see scanned versions of the original report, receipts and other attachments that were used to prepare the TRV report.
9. To move between travel and entertainment, click on REIMBURSE HOME on the menu bar at the top of the page.

Accessing the online tracking system via Travel Services

1. Go to the Travel Services home page at <http://controller.berkeley.edu/travel/index.htm>
2. Scroll down the blue sidebar and click on REIMBURSEMENT SYSTEM LOGIN.
3. Click the GO button. Log in with your CalNet ID if requested.
4. Select TRACK REPORTS/VIEW REPORTS under either the travel (left) or entertainment (right) headings.
5. Enter the report ID number, if known, or simply enter your last name only and then click on the SEARCH button.
6. A list of your reimbursement requests will appear.
7. Click on a Report ID number from your list.
8. Click on the gray VIEW IMAGE button to see scanned versions of the original report, receipts and other attachments that were used to prepare the online report.
9. To move between travel and entertainment, click on REIMBURSE HOME on the blue menu bar at the top of the page.

Tracking system information

Date Report 1st Entered – This is when your request was entered in the reimbursement system. You can also view the name of the individual who prepared your report.

Date Sent to Reviewer – As soon as the preparer has finished entering the appropriate information, the online report is available electronically to the person who will review it for accuracy and policy compliance.

Date Reviewer Approved – Reports are typically reviewed within one day, unless corrections or clarifications are needed.

Date Paper Work In – This is when the documentation was scanned into the reimbursement system database.

Date Travel Approved – This date indicates that your report has been accepted by Travel Services and that reimbursement is being actively prepared for payment via paper check or direct deposit.

Date BFS Paid – If you receive paper checks, this is the date your check was produced. Add about five more days for the check to reach you via US Mail. If you have established Electronic Funds Transfer (EFT) instructions with the Disbursements Office, your payment will be in your account within 24 to 48 hours.

Payments

The campus financial system **automatically consolidates all reimbursements** approved in the financial system for you on any one day into a single payment. Contact the Disbursements Office if you need help understanding a payment (disburse@berkeley.edu).

If the amount of your **reimbursement is less** than the amount originally requested, Business Services can provide you with an explanation and, if appropriate, any options for appeal with the campus Controller's Office.

If you currently receive paper checks and would like to **switch to electronic payments**, go to the Disbursements Office website for instructions:

<http://controller.berkeley.edu/financialAccounting/Forms/disb/EFInstructions.htm>

If you already receive payments electronically, you only need to take action if you **change your bank account**. Go to the BLU portal on the UC Berkeley home page. Click on the PEOPLE tab. Select DIRECT DEPOSIT.

Scanned images are available for current reports when the tracking page shows a date for "Date Paper Work In." Reports were not scanned before Fall 2008, so older reports will not have scanned images.