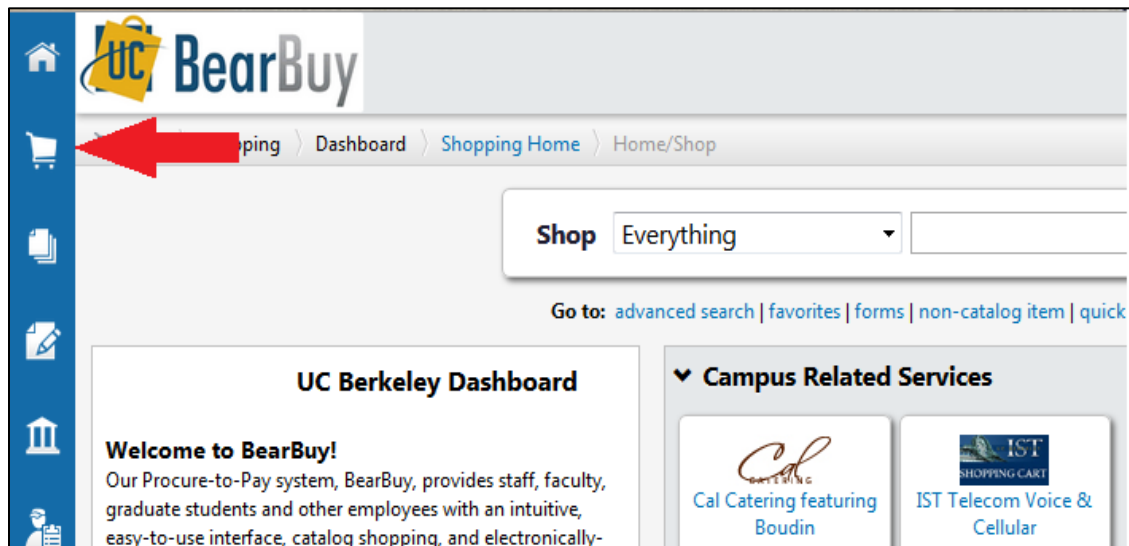


## Submitting a Travel or Entertainment Reimbursement in BearBuy

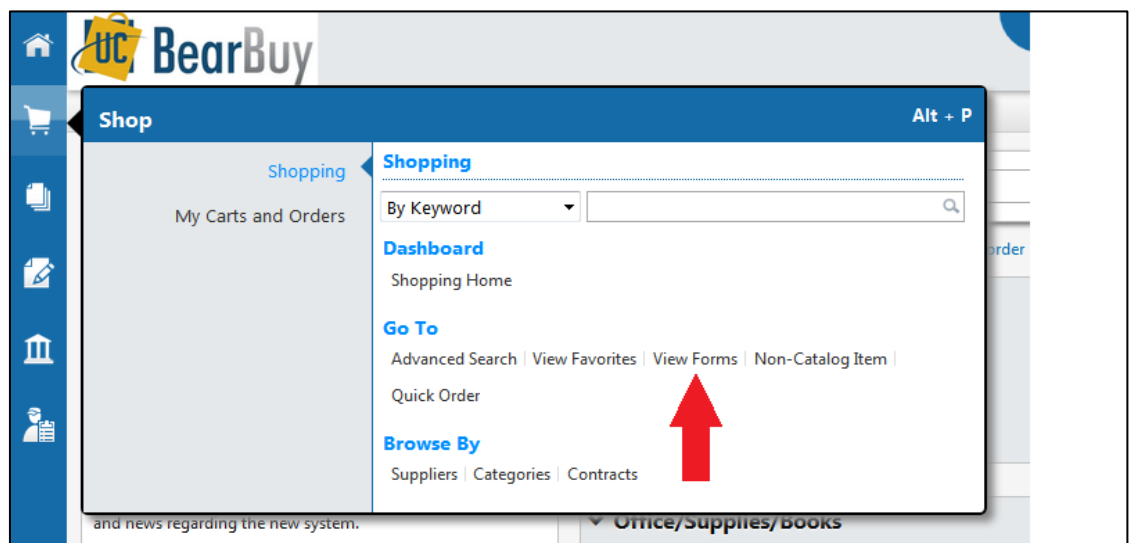
*These instructions are intended to supplement other BearBuy job aids by providing how-to information specific to requesting a Travel or Entertainment Reimbursement. Ensure you have a scanned, fully signed hardcopy TRV/ENT form, including receipts, before beginning this process.*

### STEP 1 Open the CSS Non-Purchase Request form

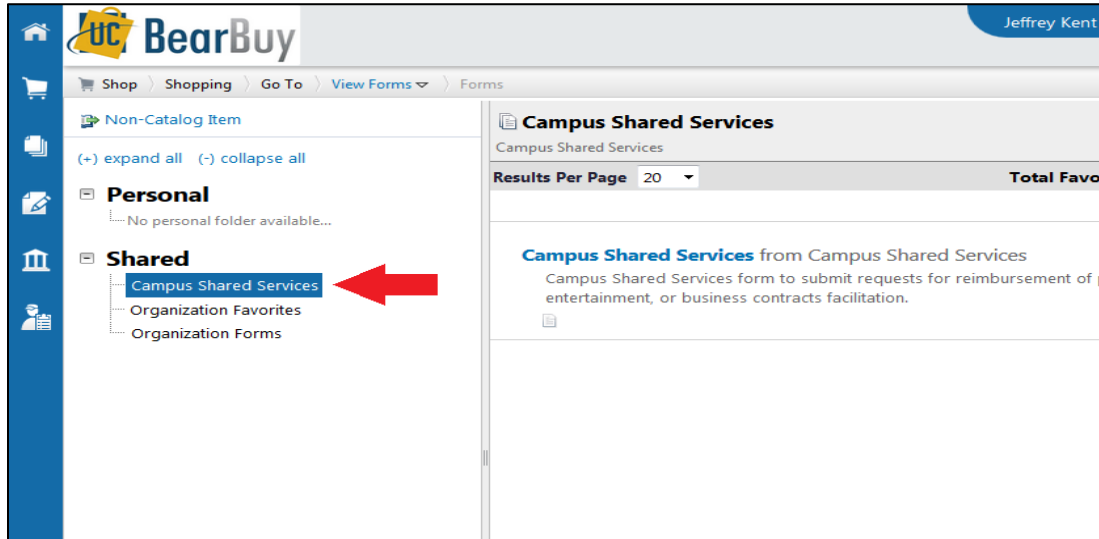
On the left side of the BearBuy homepage, hover over the 'shopping cart' icon to bring up the 'Shop' menu.



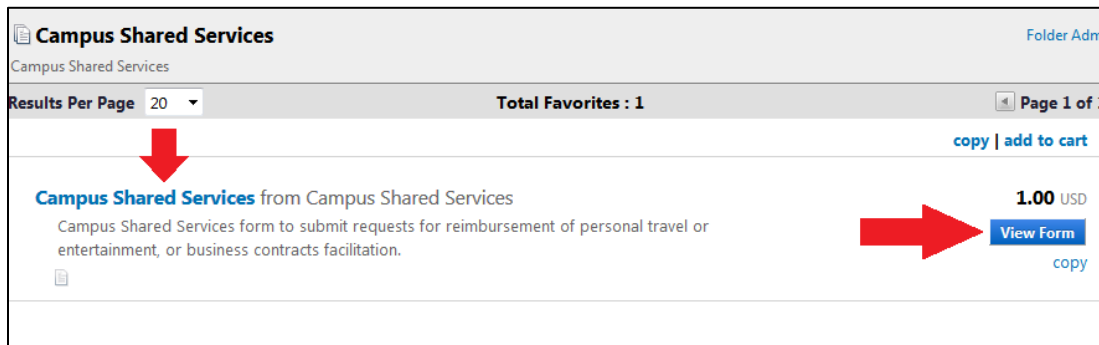
Under the section entitled 'Go To,' select 'View Forms.'



This will open the Forms catalog. On the left side of the screen, select 'Campus Shared Services.'



Select the 'Campus Shared Services' form listed in the center of the screen. Click either the title or the 'View Form' button to open up the form in a pop-up window.



## STEP 2 Enter Request Info into the form

Enter the Traveler or Host's full name in the 'Traveler or Host Name' field. If you have contact information for the person you are trying to reimburse, and would like Campus Shared Services to contact them directly with any questions, enter that information in the 'Traveler or Host: Contact Email and Phone' field.

Available Actions: Add and go to Cart

**CSS Non-Purchase Request** ?

<b>Supplier</b>	Campus Shared Services
<b>Fulfillment Address</b>	001, BFS ID: 0000822080: 1608 4th Street Berkeley, CA 94704 US
Supplier Phone	+1 (510) 664-9000
Traveler or Host Name	<input type="text"/>
Traveler or Host: Contact Email and Phone	<input type="text"/>
<b>For Business Contracts or Inquiries:</b>	
Department Contact Name	<input type="text"/>
Email and Phone	<input type="text"/>
<b>Please indicate activity type:</b>	Travel Reimbursement <input type="button" value="v"/>

Enter your contact information in the 'Department Contact Name' and 'Email and Phone' fields. If you won't be available to answer any questions about the reimbursements that may arise, please enter the contact information of an employee who will be available.

Available Actions: Add and go to Cart

**CSS Non-Purchase Request** ?

<b>Supplier</b>	Campus Shared Services
<b>Fulfillment Address</b>	001, BFS ID: 0000822080: 1608 4th Street Berkeley, CA 94704 US
Supplier Phone	+1 (510) 664-9000
Traveler or Host Name	<input type="text"/>
Traveler or Host: Contact Email and Phone	<input type="text"/>
<b>For Business Contracts or Inquiries:</b>	
Department Contact Name	<input type="text"/>
Email and Phone	<input type="text"/>
<b>Please indicate activity type:</b>	Travel Reimbursement <input type="button" value="v"/>

From the drop-down menu, select the type of reimbursement: Travel or Entertainment Reimbursement. The third option, 'Recharge,' isn't used by Berkeley Law at this time.

CSS Non-Purchase Request	
<b>Supplier</b>	Campus Shared Services
<b>Fulfillment Address</b>	001, BFS ID: 0000822080: 1608 4th Street Berkeley, CA 94704 US
Supplier Phone	+1 (510) 664-9000
Traveler or Host Name	<input type="text"/>
Traveler or Host: Contact Email and Phone	<input type="text"/>
<b>For Business Contracts or Inquiries:</b>	
Department Contact Name	<input type="text"/>
Email and Phone	<input type="text"/>
<b>Please indicate activity type:</b>	<input type="text" value="Travel Reimbursement"/> Travel Reimbursement Entertainment Reimbursement Recharge

### STEP 3 Enter Expense Information into the form

In the field entitled 'Expense Information,' enter a short, meaningful description of the Travel or Entertainment that took place. This can be copied from 'Business Purpose' or 'Trip Purpose' section of your Travel / Entertainment form. The 'Estimated Amount' field should be left at '1.00' – there's no need to enter the actual amount of the reimbursement.

Expense Information		
<input type="text"/>	Quantity 1	Estimated Amount 1.00
Expense Information Total:		1.00

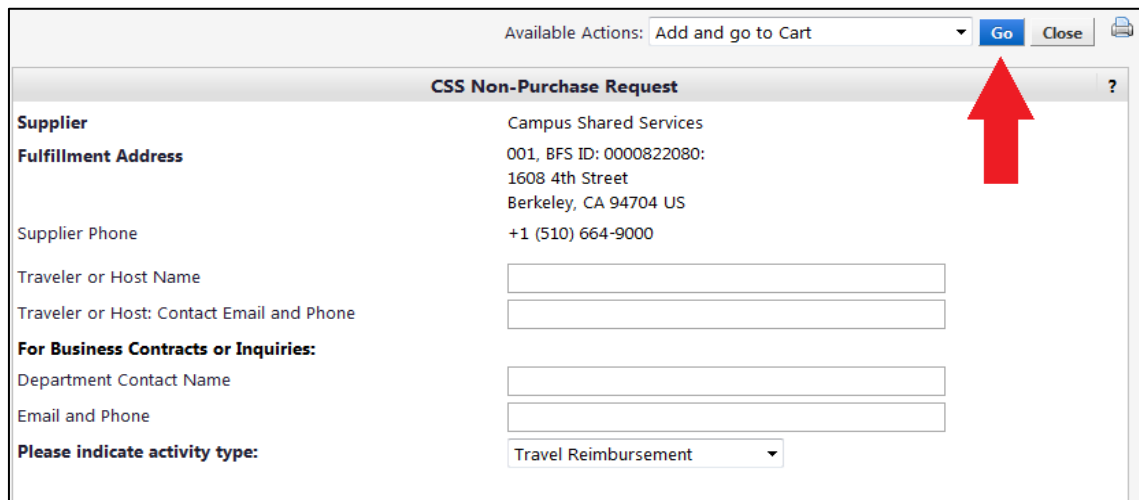
#### STEP 4 Add Attachments to the form

Ensure that your hardcopy Travel or Entertainment form is fully completed (all the expense information is entered on the form, both the Host/Traveler and the Charstring Approver have physically signed the form, and the receipts are attached) and that your scanned copy of the report is legible. Upload the scanned file to the form using the 'Add Attachments' button.

The screenshot shows a web interface titled "Attachments" with a help icon. A yellow warning box contains the text: "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]". Below this is a section for "Internal Attachments" with the text "Internal Attachments [Privacy Warning]" and a button labeled "Add Attachments". A large red arrow points to this button. In the bottom right corner, the text "Total 1.00" is displayed.

#### STEP 4 Finalize form

After reviewing the form for accuracy, scroll to the top of the form and select 'Add and go to Cart' from the Available Actions menu and hit the blue 'Go' button. This will close the pop-up window and add the form to your shopping cart.



The screenshot shows a web form titled "CSS Non-Purchase Request". At the top right, there is a dropdown menu labeled "Available Actions:" with the option "Add and go to Cart" selected. To the right of the dropdown are two buttons: a blue "Go" button and a "Close" button. A red arrow points to the "Go" button. The form fields are as follows:

CSS Non-Purchase Request	
<b>Supplier</b>	Campus Shared Services
<b>Fulfillment Address</b>	001, BFS ID: 0000822080: 1608 4th Street Berkeley, CA 94704 US
Supplier Phone	+1 (510) 664-9000
Traveler or Host Name	<input type="text"/>
Traveler or Host: Contact Email and Phone	<input type="text"/>
<b>For Business Contracts or Inquiries:</b>	
Department Contact Name	<input type="text"/>
Email and Phone	<input type="text"/>
<b>Please indicate activity type:</b>	Travel Reimbursement <input type="text"/>

Unlike other BearBuy shopping cars, it is **not necessary** to enter chartstring information or assign the cart to a cart authorizer at this point. You may simply hit 'Submit' once the CSS Non-Purchase Request has been successfully added to the cart.