

SUMMARY CHEATSHEET: SLPS FUND EXPENSE REIMBURSEMENT

Reimbursement requests may be submitted electronically (ebest@law.berkeley.edu) or in person (471 Boalt Hall). To submit electronically, try a free scanner app, such as Scanner Pro. For in-person submissions, please do not use staples.

Type of Expense	Permissible?	Forms	Receipts	Notes
Air Travel	Yes	Complete the Travel Reimbursement Form	Retain and submit <i>all</i> original receipts. Tape receipts flat (so they can feed through a scanner) to a blank 8.5x11 sheet of paper or the back of the Travel Form. No staples, please!	Seat upgrade costs and extra baggage fees will not be reimbursed.
BART, Bus, Train	Yes	Complete the Travel Reimbursement Form	Retain and submit <i>all</i> original receipts. Tape receipts flat (so they can feed through a scanner) to a blank 8.5x11 sheet of paper or the back of the Travel Form. No staples, please!	
Car Rental	Yes	Complete the Travel Reimbursement Form	Retain <i>all</i> original receipts. Tape receipts flat (so they can feed through a scanner) to a	If possible, please take public transportation.

			blank 8.5x11 sheet of paper or the back of the Travel Form. No staples, please!	
Taxi, Uber, Lyft, or similar	Yes, if necessary and there is no alternative	Complete the Travel Reimbursement Form	Retain <i>all</i> original receipts. Tape receipts flat (so they can feed through a scanner) to a blank 8.5x11 sheet of paper or the back of the Travel Form. No staples, please!	If possible, please take public transportation or a less expensive form of ground travel.
Mileage	Yes	Complete the Travel Reimbursement Form	No receipt necessary. Submit a Google map showing the mileage. No staples, please!	Mileage will be reimbursed at the rate set by the University found here: http://travel.berkeley.edu/how-request-reimbursement-private-automobile-mileage As of Jan 2017 the rate is \$0.535 cents per mile but please check to see that this has not changed.
Tolls	Yes	Complete the Travel Reimbursement Form	No receipt necessary. Submit a Google map showing the route. No staples, please!	
Car Share Service	No			We recommend renting a car through a traditional rental service rather than using a car share service. We cannot reimburse the cost of

				<p><i>membership</i> for car share services, only mileage.</p> <p>If possible, please take public transportation.</p>
Food for trainings, meetings, clinics, workshops, research sessions, and events directly related to the mission of your SLP	Yes	Complete the Entertainment Reimbursement Form . The form must be signed by a host present during the event.	<p>Retain and submit <i>all</i> original receipts.</p> <p>Tape receipts flat (so they can feed through a scanner) to a blank 8.5x11 sheet of paper or the back of the Travel Form. No staples, please!</p>	For meals during travel, participants must submit all receipts. In the absence of receipts, we will reimburse the previously approved per diem amount for each meal, up to the maximum approved amount.
Food for Social Events	No			Please use your BHSA or GA money for social events.
Interpreters and Translators	Yes	Please contact Emily Best at ebest@law.berkeley.edu before any payment is made.		<p>The service provider must become a University of California vendor before receiving payment.</p> <p>Hiring fellow students or LL.M.s is prohibited, as they cannot be paid as vendors while students at UC.</p>
Guest Speakers - Travel, Hotel, Meals	Yes	Please contact Emily Best at ebest@law.berkeley.edu		Funds may be used for travel expenses, hotel accommodations, and meals for guest speakers, provided that the event is directly

		.edu before any incurring any costs.		related to the work and mission of the SLP.
Guest Speakers - Honorariums	No			We do not use the SLPS Fund to pay for honorariums for guest speakers.
Alcohol	No			The SLPS Fund may not be used for alcohol.
T-shirts, coffee mugs, etc.	No			Please use your BHSA or GA money for t-shirts, coffee mugs, and the like.