FAQs:

- An itemized receipt is required. Some restaurants do not automatically provide this, you may have to ask for it.

- Proof of payment is required. The university requires this to ensure that we are reimbursing the person who actually paid for the meal. Also, if your tip is hand-written in on the receipt, you will still need to provide proof of payment to confirm the total paid.   If your receipt includes all expenses (including tip), your name, and last four digits of your credit card printed on your submitted receipt, that counts for proof of payment.   Otherwise, a copy of this transaction from your credit card website will also work (please make sure your home address and all but the last 4 digits of your credit card number are blacked out).

- The dinner reimbursement limit is currently $81 per person, including tax and tip (note: the reimbursement limit has very recently gone up, and the reimbursement form does not reflect that yet). If you go over that amount, you can choose to simply be reimbursed up to the limit or request an exception to UCB's meal reimbursement policy. FYI: Exceptions are a pain. You must provide a legitimate reason for exceeding the limit, exceptions must be approved by both the PMB Chair and the CNR Dean, and they take longer to process. If your exception is not approved, we will reimburse you up to the limit.

- We cannot reimburse for spouses or family members (including non-faculty who work at UCB) without an exception. If employees wish to bring family along, the most straightforward way to take care of it would be to ask for a separate receipt and pay separately for the family members. If the family member's attendance is for a legitimate university purpose, we can request an exception to the allowable entertainment expenses policy. FYI: As mentioned above, exceptions are a pain. You must provide a legitimate business purpose for the family member's attendance, exceptions must be approved by both the PMB Chair and the CNR Dean, and they take longer to process. If your exception is not approved, you will be reimbursed for the approved guests only. (Here's an example of the formula CSS uses: $100(total bill) X 80% (if 4 guests of 5 total guests on bill are reimbursable) = $80 total reimbursement.)

- Alcohol reimbursement is permitted. We currently reimburse these dinners from non-state funds.

Reimbursement Procedure:

1. Request Reimbursement through BearBuy:

   •   Complete an Entertainment Reimbursement Request form (see example below with preferred wording).

- Print and sign the form under "Host Signature".
- Scan the signed reimbursement form, your receipts and proof of payment into a single PDF file.
- Submit the form in BearBuy
    - Log into Bearbuy
    - Click the "forms" link that is right below the search bar at the top of the page:

Shop

Go to: advanced search | favorites | *forms* | non-catalog item | quick order   **Browse:** suppliers | categories | contracts

    - On the left-hand menu under "Shared", click "Campus Shared Services"
    - Click on the "View Form" button that appears in the center frame
        - Populate traveler or host name and contact fields.
        - Select "Entertainment Reimbursement" from the drop down menu.
        - In the "Expense Information" field, write something similar to "Oski Bear - Reimbursement for Faculty Hosted Dinner with PMB Seminar Speaker, Dr. Fungi, on 1/5/2016"
        - Leave the "Estimated Amount" as "1.00"
        - Under "Internal Attachments" select the "add attachment" link and upload the PDF of your expense form and receipts.
    - At the very top of the form, Click the "Go" button next to "Add and go to cart."
    - Click the "Assign Cart" at the top right-hand corner of the page
    - If not already selected, Click "Search for Assignee", then click the "Search for an assignee" link and route the cart to Mayra De La Cruz (mayradelacruz@berkeley.edu).

2. Mayra will review your form for completeness and submit it to Jessie Sanchez, our CSS Purchasing contact for processing.

3. If you have direct deposit, you will be reimbursed electronically and will receive an email EFT notice when the money has been sent to your bank account. Here's an example of what you should receive

From: check_eft@berkeley.edu

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UNIVERSITY OF CALIFORNIA - BERKELEY
ELECTRONIC FUND TRANSMITTAL REMITTANCE ADVICE

This is to inform you that a payment will be deposited within two business
days to the bank account you specified on your EFT authorization request.
This payment is for:

VENDOR      PAYMENT     PAYMENT
NUMBER      DATE        NUMBER    VENDOR NAME

E01256789  01/15/2016 00324794 BEAR, OSKI

 GROSS            INVOICE    INVOICE
 AMOUNT           DATE       NUMBER            DESCRIPTION/PO#
 --------------- ---------- ----------------- ---------------
 $228.75          01/05/2016                   Reimbursement for Dr. Virus
Dinner
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Please direct questions regarding the amount or purpose of this payment to
the authorizing office.
Students may direct inquiries to the Cal Student Central office at 510-664-9181
or visit http://studentcentral.berkeley.edu.
Please allow 3 business days for your bank to record the deposit. If there is
a delay or you need further assistance, contact the Disbursements Office at
510-643-2199 or email disburse@berkeley.edu.

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Dana Jantz
PMB Department Liaison
111A Koshland Hall (510)-642-4080

UCB Mailcode: 3102
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