

RAD Lab  
Administrative Resources

Reimbursement Requests-Entertainment

If you need to be reimbursed for entertainment costs (i.e. food for a meeting, an off-site RAD Lab meeting, etc.), follow these steps to be reimbursed for your expenses:

1. Go to the erso website, <http://www.erso.berkeley.edu/>
2. Click the "Forms and Procedures" link from the lower left menu bar
3. Scroll down to the Travel and Entertainment menu
4. Click on the "Entertainment Reimbursement Request" Form link
5. Fill out the form
  - click the "reimbursement request" box
  - click "no" for both "Does this Ent. Request include alcohol," and "Does the Fund you provided allow alcohol"
  - put your name as payee
6. Print the form out, then sign and date it
7. Tape all itemized receipts to a piece of 8.5 X 11 Paper (\*It is important to attain itemized receipts, which list everything consumed, tax, etc., also make sure your receipts do not have any alcohol costs on them)
8. Scan the ERSO Entertainment Request Form, food receipts, and any other relevant documentation or receipts into a pdf
9. Go back to <http://www.erso.berkeley.edu/>
10. Click the "Intranet" link from the lower left menu bar
11. Select the "Services" link from the menu bar
12. Check with [RADLab-admin@eecs.berkeley.edu](mailto:RADLab-admin@eecs.berkeley.edu) about who to select as your PI or unit head's name from the drop-down list under the "Requesters" section (\*you should always check with RADLab-admin about your PI, because this is often dependent on what project we are charging the expense to.)
13. Click the "Entertainment Requests" button
14. Follow the instructions above the form to fill it in properly.
15. If your name is not listed in the payee drop down menu, you should type "payee: your name, and your email address" as the first thing in the "Business Purpose, Event Date and Location, max 500 chars" field
16. After you have clicked the "submit request" button, upload the pdf that you made earlier with the ERSO Entertainment Request Form and relevant receipts and documentation
17. Once you have uploaded, your reimbursement will be in the que, and processed. Your request is now submitted and automatically routed to the unit head or delegate in your research group for approval. Once approved, the request is forwarded to the appropriate unit for processing.
18. You'll receive an email with the subject line [Entertainment Reimbursement Status] Requested #XXXX, confirming submission of the request.
19. Retain your original receipts as backup until the request is processed to insure that the scanned documents are readable by Reimbursement Services