RAD Lab
Administrative Resources

Reimbursement Requests-Travel
If you have attended a conference, or done other travel that pertains to the RAD Lab, you will
need to 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 correct travel reimbursement form link
5. Fill out the form (Make sure to include relevant airfare, even if CTS purchased your
   flight, you should include this information in the Airfare and CTS lines.)
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 for all trips to
   attain itemized receipts, which list everything consumed, tax, etc.)
8. Scan the Travel Reimbursement Form, CTS form, Conference Registration Receipt,
   food receipts, travel 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 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 "Travel Payment Request" 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 "Trip Purpose
    Destination, Travel Date, (max 500 chars.)" field
16. After you have clicked the "submit request" button, upload the pdf that you made
    earlier with the Travel Reimbursement 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 [Travel 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