A Tutorial Guide for Domestic Travel Reimbursements in BearBuy

PREPARED BY THE DEPARTMENT OF ENVIRONMENTAL SCIENCE, POLICY, & MANAGEMENT
Domestic Travel Reimbursement

- Go to the BearBuy homepage (http://procurement.berkeley.edu/bearbuy) and select the BearBuy link on the right-hand side

- Sign in with your CalNet ID and Password
• Select the forms link at the top of the page

• Click on the Campus Shared Services link
A new box should pop-up on your screen. This pop-up is your reimbursement form.

a. Enter in your first and last name
b. Enter your contact information: email and phone
c. You can enter in Alyssa Fong for the Department Contact Name, and a.fong@berkeley.edu; (510)643-4554 for the contact information.
d. Select “Travel Reimbursement” for the activity type

Enter in the item/supplies that were purchased and describe what they were used for.

Enter in the price (include tax)
• Scroll to the very bottom of the page. Upload receipts, event agenda/flyer/poster, attendance list, and the Domestic Travel Reimbursement Form (See steps 8 & 9). Please note that all attachments must be in PDF format.

• Fill out and attach the Domestic Travel Reimbursement Form. To access the Domestic Travel Reimbursement Form, scroll about midway to the top of the form and select the Domestic Travel Reimbursement Form link. This link will direct you to another shared services link. Please select the first link, “Domestic Travel Reimbursement Form”
Travel & Entertainment Reimbursement Forms

Domestic Travel Reimbursement Form (New)

International Travel Reimbursement Form

Entertainment Personal Reimbursement Form

Entertainment Payment to Vendor Form

About SmartForms

Hard Copy Printable Blank Form

Fillable PDF form – please use Chrome, Safari, or Internet Explorer, OR download the document and open it in the Adobe Reader program.

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• Domestic Travel Reimbursement Request Form

Enter in details about the purpose of the trip

Leave section blank; have PI enter chartstring

PI Signature
2. Print and attach the Domestic Travel Form to the "pop-up" reimbursement form. Please make sure that you have your form signed by your PI before you upload it.

- Scroll to the top of the reimbursement form and select "add and go to cart" to assign the cart.
- Enter in a new cart name that can be easily recognized by your PI and press save

Name before:

![Shopping Cart for Alyssa Fong]

Name after:

![Shopping Cart for Alyssa Fong]

- After you have re-named the cart, assign it to your PI by selecting “Assign Cart” in the top right-hand corner

![Assign Cart button highlighted]
• To choose the name of your PI, select “Search for an assignee”

![Assign Cart](image)

• Enter in the PI’s last name and first name and then press “search”

![User Search](image)

15. Click on the name of the approver and the cart will be assigned for their approval.