A Tutorial Guide for Entertainment Reimbursements in BearBuy
Entertainment 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 “Entertainment 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 Entertainment Reimbursement Form (See steps 8 & 9). Please note that all attachments must be in PDF format.

• Fill out and attach the Entertainment Reimbursement Form. To access the Entertainment Reimbursement Form, scroll about midway to the top of the form and select the Entertainment Reimbursement Form link. This link will direct you to another shared services link. Please select the third link, “Entertainment Personal Reimbursement Form”
**Entertainment Reimbursement Request Form**

**ENTERTAINMENT REIMBURSEMENT REQUEST**

*FORM AND RECEIPTS MUST BE SUBMITTED WITHIN 21 DAYS OF EXPENDITURE*

**PAYEE**

- Enter in Payee info

<table>
<thead>
<tr>
<th>Name:</th>
<th>E-Mail:</th>
<th>Phone:</th>
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**Event Purpose:**

- Enter in Event purpose info

**Event Date(s):**

**Event Host:**

**Event Location:**

- Host must be present at meal

**Meal Type:**

- Attach all receipts showing meal details - maximum per person expenditures include tax, labor, service charge, gratuity

- Breakfast $24.00 maximum
- Dinner $78.00 maximum
- Alcohol Served
- Lunch $45.00 maximum
- Light Refreshments $18.00 maximum

**Number of Attendees:**

- Total Cost of Meal:

**Additional Costs:**

- Room Rental
- Audio/Visual
- Other

**Attendee List:**

- Attach separate list if more than 10 guests

- Include Name, Affiliation, Business Relationship with the University

**ATTENDEES**

<table>
<thead>
<tr>
<th>Attendee Name</th>
<th>Institution</th>
<th>Affiliation</th>
<th>Business Relationship</th>
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**EXCEPTIONS**

- Social Activities & Entertainment
- Employee Morale Building Activity
- Dean Attended
- Amount Exceeded Per Person Limit
- Other

- University Business Purpose Justifying Exceptional Circumstances

**GLA**

<table>
<thead>
<tr>
<th>Account</th>
<th>Fund</th>
<th>Dept</th>
<th>Program</th>
<th>CF 1</th>
<th>CF 2</th>
<th>$ Amount</th>
<th>Accounting Approval (Dept Specific)</th>
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**Host Certification**

- Sign and date where it says “host signature”

<table>
<thead>
<tr>
<th>Host Name and Title:</th>
<th>Host Signature:</th>
<th>Date:</th>
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<table>
<thead>
<tr>
<th>Fund PI/PI/Designee Name and Title:</th>
<th>Fund PI/PI/Designee Signature:</th>
<th>Date:</th>
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<th>Exceptional Approval Name and Title:</th>
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• Print and attach the Entertainment 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:**

![Image of a Shopping Cart for a user named Alyssa Fong with cart name 2014-05-21 012579068 01 and priority set to Normal.]

**Name after:**

![Image of a Shopping Cart for a user named Alyssa Fong with cart name Supplies purchased for... and priority set to Normal.]

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

![Image of a shopping cart with a highlighted Assign Cart button and a message to submit the errors.]

Preset to date and numbers

7/7/2014
• To choose the name of your PI, select “Search for an assignee”

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

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