What is the payee’s UCB status?

- Faculty/Staff/Student with active employment appointment
  - Payee enters the request at reimburse.berkeley.edu
  - Documents Required: Receipt

- Student without active employment appointment
  - Payee enters request in BearBuy on the Payment Request Form
  - Documents Required: Receipt

- No affiliation with UCB
  - Payee must complete the vendor form (1)
  - US Citizen or Permanent Resident?
    - Yes
      - UCB staff enters request on payee’s behalf in Reimbursement System
      - Documents Required: Receipt
    - No
      - Does the payee have a U.S. mailing address?
        - Yes
          - UCB staff enters request on payee’s behalf in Reimbursement System
        - No
          - Payee must complete wire transfer form (2)

Document Resources

1. **Vendor Forms** can be found at https://controller.berkeley.edu/financial-operations/accounts-payable/vendoring
2. **Wire transfer form** (aka Foreign Bank Authorization Form) can be found at https://controller.berkeley.edu/financial-operations/accounts-payable/wire-transfers