What is the traveler’s UCB status?

- Faculty/Staff/Student with active employment appointment
  - Traveler enters the request at reimburse.berkeley.edu
  - Documents Required: Receipts for expenses over $75

- Student without active employment appointment
  - Traveler enters request in BearBuy, CSS Travel & Ent Reimbursement form

- No affiliation with UCB
  - Traveler must complete the vendor form (2)
  - US Citizen or Permanent Resident?
    - Yes
      - UCB staff with Preparer role enters request on traveler’s behalf
        - Documents Required: Int’l or Domestic Travel Claim Form (1); receipts for expenses over $75
    - No
      - Visa type will determine which additional documents needed (3)

Does the traveler have a U.S. mailing address?

- Yes
  - UCB staff with Preparer role enters request at reimburse.berkeley.edu

- No
  - UCB staff submits completed wire form to disburse@berkeley.edu
  - Upon receipt of wire transfer ticket number, enter Payment Request in BearBuy

UCB staff with Preparer role enters request on traveler’s behalf
- Documents Required: Int’l or Domestic Travel Claim Form (1); receipts for expenses over $75

Document Resources

1. Travel Claim Forms can be found at sharedservices.berkeley.edu/finance/forms/
2. Vendor Forms can be found at https://supplychain.berkeley.edu/vendoring
3. List of documents needed depending on Visa type can be found at https://travel.berkeley.edu/reimburse-foreign-visitors-travel-expenses
4. Wire transfer form (aka Foreign Bank Authorization Form) can be found at https://controller.berkeley.edu/financial-operations/accounts-payable/wire-transfers