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 submits claim form w/ receipts to appropriate research/admin contact
  - Documents Required: Int’l (1) or Domestic (2) Travel Claim Form; receipts for expenses over $75

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

- Does the traveler have a U.S. bank account?
  - Yes: UCB staff with Preparer role enters request at reimburse.berkeley.edu
  - No: UCB staff submits Payment Request in BearBuy

Document Resources

1. **International Travel Claim Form** (or “Non-Continental & Foreign Reimb Form”) can be found at: https://www.erso.berkeley.edu/web/travel

2. **Domestic Travel Claim Form** (or “Continental Reimbursement Form”) can be found at: https://www.erso.berkeley.edu/web/travel

3. List of documents needed depending on Visa type can be found at https://travel.berkeley.edu/report-expenses/reimburse-foreign-visitors-travel-expenses