

## **PURCHASING & REIMBURSEMENT GUIDE**

### **Purchase and Reimbursement of Software and Services**

- Do NOT start work - purchases of software and all professional services (data, editing, transcription, etc.) should always be made in advance through a purchase order.
- Plan ahead! It can take an over a month to register a vendor, if not already in the system, and to collect all the necessary documentation in order to create a purchase order.
- If services are procured and completed prior to having a purchase order, then an [Unauthorized Purchase Justification Form](#) must be completed which will require the Department Chair and Dean's signatures. If denied, you will have to pay the out-of-pocket cost.
- Do NOT sign any vendor agreements - this must be reviewed and signed by the campus buyer.
- Any reimbursements for Software and Professional Services over \$150 will require completing the [Software or Services Reimbursement Request Form](#).
- The department credit card can be used for membership dues for a professional or technical organization, subscriptions (journal, periodical, magazine, newspaper) and survey credits (ie Prolific). The cost will be charged to your research funds. Reach out to your Center administrator or email Jane Youn ([jyoun@berkeley.edu](mailto:jyoun@berkeley.edu)).

### **Travel Reimbursements**

- [Key Points of the Travel Policy](#)
- All travel reimbursement requests must be submitted no later than 45 days after the completion of travel or the date of the event per UC Policy [G-28 Travel Regulations](#). Any reimbursements submitted after 45 days will be handled as taxable income to the employee.
- Center Directors will continue sending their reimbursements to their administrator, while other faculty members will send their reimbursement requests to [econreimburse@berkeley.edu](mailto:econreimburse@berkeley.edu).
- If airfare was paid using credits from an old flight, include a paper trail showing the proof of purchase/method of payment of the original ticket.
- If you choose to drive to a destination normally traveled via air, pre-approval should be sought with a written statement explaining the circumstances and purpose of the trip. Before your trip, generate a comparable airfare. You will be reimbursed the lesser of - mileage based on the most direct route or an amount equal to the cost of flying coach or economy with advance booking.
- Travel for UCB employees is based on the Bay Area as the start/end points unless you are at another destination for UC business. For example, if you are on vacation in another country/state and need to travel to a conference, airfare reimbursement will not be possible from this location. At the time of booking of your actual flight, generate a comparable airfare as if you were flying from the Bay Area and the Finance Team can request reimbursement for the comparable fare.
- Unless an employee is assigned by UCB to work in a remote location due to a specific business requirement, they cannot be reimbursed for travel to/from UCB or anywhere within 40 miles of campus. This policy is not subject to exceptional approval, no exceptions
- If ever in doubt about your airfare, generate a comparable coach/economy class airfare at the time of booking of your actual airfare. It is not possible to generate a comparable airfare for past dates.
- Daily lodging limits for domestic trips under 30 days is \$333 before taxes and fees. Please state if you were attending a conference where the prearranged conference lodging exceeds

\$333/night, it may be reimbursed without exceptional approval. Otherwise, you can be reimbursed up to \$333/night.

## **Entertainment Reimbursements**

- [Entertainment Policy](#)
- Plan ahead for entertainment events!
- All entertainment reimbursement requests must be submitted no later than 45 days after the completion of entertainment or the date of the event per UC Policy [BUS-79 Expenditures for Business Meeting, Entertainment, and Other Occasions](#). Any reimbursements submitted after 45 days will be handled as taxable income to the employee.
- Per-person Maximums by Expenditure Type:
  - Breakfast \$31
  - Lunch \$54
  - Dinner \$94
  - Light Refreshments \$22
- All entertainment reimbursement requests will automatically be processed up to the per person maximum amounts stated above.
- Some occasions and entertainment circumstances are considered exceptional and will require approval. For example, (a) if you are expecting an important guest and anticipate exceeding the per person meal maximum, you can request prior approval for up to 150% of the maximum or (b) attendance of spouses/children.
  - In a letter addressed to the Dean, provide a business purpose and justification and include the anticipated per person cost, date(s), guest list, and meal location. The Finance Team will forward first to Millie Calingo for her review prior to forwarding to both the Department Chair and Dean for their signature approval. Allow at least 2 weeks' notice for the Chair and the Dean to consider your request.

## **General Reimbursements**

- Payments made with PayPal will require a redacted credit card or bank statement showing proof of payment. (PayPal is a payment aggregator and not a single payment method.)
- Payments made with Gift Cards cannot be reimbursed without proof of payment of the gift card that was used.
- Amazon receipts must say "Final details for order # ..." - this shows that the item has shipped.
- Include the title of your paper for paper submissions.