

Team 2 Entertainment Event Request Process

Prior To Event

After Event

Requester

- Consults with ERSO staff to**
- Check for prior approvals or exceptions.*
 - Finalize venue contracts as required.
 - Determine who will act as host.

- Creates an ERSO Intranet Request
- Uploads all receipts/documents with online request

Receipts may be delivered to Reimbursement Services Office or placed in the drop box at 199MD Cory

Reimbursement Services

Vendor Payments

ENT Reimbursement to Individual

Prepares Requisition in BearBuy; PO generated

Prepares ENT for submission to TRV/ENT system

Transmits approved ENT with backup documentation to T&E for payment

Research Group/ Account Administrator

Completes Org Node Approval

Approves BearBuy Voucher

Approves ENT

Central Disbursements

Pays Individual or Vendor via Check, EFT or Wire Transfer

University Entertainment Policy can be found at <http://policy.ucop.edu/doc/3420364>
 * Exceptional approval requirements can be found at http://www.erso.berkeley.edu/tools/tools_005c.shtml#4