

## Submit a Request

(Requester and Faculty-Dept. Funds)

For assistance with Intranet-related issues, send email to [ersointranet@erso.berkeley.edu](mailto:ersointranet@erso.berkeley.edu).

For assistance with specific transactions, email aliases for processing teams are listed on the [Contact Us web page](#).

The screenshot shows the ERSO Intranet 'Services' tab. The 'Intranet' dropdown menu is open, displaying a list of departments and centers. The 'Travel Payment Request' button is highlighted with a mouse cursor. A tooltip for the 'Travel Payment Request' button provides detailed instructions: 'Conference registration, travel advance, direct booking of air fare through Connexus; reimbursement to an individual for out-of-pocket travel expenses incurred while on university business travel; payment to hotel or third parties for travel related expenses. Refer to ERSO Travel Quick Guide for receipt requirements.'

1. From the **Services** Tab, select your PI/Group or Dept. from the drop-down list.

2. Select the request type button, noting the mouse-over guidance on buttons

3. Click on the **Instruction for...** link for detailed guidance and forms to complete the request

4. Complete the screen fields and business purpose<sup>1</sup>; click **Submit Request**

5. System will generate a **Submission Confirmation with Request ID#**. Upload related documents to the **Upload Documents** section of screen

The screenshot shows the 'Travel Payment Request' form. It includes a 'Signature Requirement' section, a form with fields for Unit, Payee, Trip Purpose, Destination, Travel Date, and Description, and a 'Submit Request' button. A tooltip for the 'Submit Request' button states: 'If the traveler is either submitting or approving this request, by clicking Submit Request, the traveler certifies that the expenses were incurred for Official University Business, the travel form does not need to be signed. If the traveler is not the person either submitting or approving this request, please have the traveler sign the travel form before uploading, or ERSO will contact the traveler for his/her signature later.'

The screenshot shows the 'Submission Confirmation' and 'Upload Documents' sections. The 'Submission Confirmation' section displays the request ID: 87275. The 'Upload Documents' section provides instructions for uploading documents and includes a 'Choose File' button.

<sup>1</sup> If the payee is not already a UCB vendor in the drop-down list, select 'Not Listed' and include payment remittance address and contact details.