[Help for this page](#)

Select a previously entered payee

-- Choose Payee -- ▾   **Select Payee**

or

Find Payee using employee, student or Vendor ID number

-- Choose Type of UC ID -- ▾   UC ID   **Enter Payee**

[EmployeeID lookup](#)

- If you do not know the new 8 digit employee ID, click on the link above to search for it using the old 9 digit employee ID
- For Student ID, the number must be 10 digits and include "ST" or "30" as the first 2 digits.

Traveler Info

Help for thi

Select Different Payee

Payee Information

Vendor ID:	E012898321
Payee Name:	Nagaraj, Abhishek
Payee Email Address:	nagaraj@berkeley.edu

Payment Method: Electronic Funds Transfer

🚫 **If payment will be made via foreign wire transfer, follow these wire transfer instructions . Do not use this reimbursement system.**

Additional Information Required for Traveler

☑ Traveler is UC employee or UC student

Approver Info

Home Department: BAHSB

Preferred Approver: -- Choose an Approver --   ☐ Select Preferred Approver From All Departments.

Save & Continue

Edit Trip Information

Help for this page

Report ID: TRV000708568

Enter a business purpose (up to 200 characters) for the entire trip in the space below. Briefly explain how the University benefited from paying for this travel. A good business purpose will provide details such as why each leg of the trip was taken and what was accomplished.

lapatita

Trip Duration

total travel is less than 30 days   ⌄

Number of Trip Legs

✓ -- Choose --

One Destination

Multiple Destinations

Are you claiming dependent care expenses?

Trip Details

Trip Destination

In California   ⌄

When did traveler leave home or work location?

📅 Select Date   12:00 PM

When did the traveler return to home or work location?

📅 Select Date   12:00 PM

Save and Continue

Enter Location Expenses

Help for this page

Report ID: TRV000708568

Enter Location Expenses for boston

Use this page to enter expenses for transportation, conference fees, meeting supplies, and miscellaneous business-related purchases. Select an expense type, enter the information requested and click "Save This Expense." Use remarks to clarify the entry, e.g. gas toll, parking, photocopies, etc. Repeat until all expenses are entered. Expenses for meals and lodging will be entered on the "Daily Expenses" page.

Click for a currency calculator

Transportation Expenses for boston

No Air Travel ☐

Type

- ✓ -- Select boston Transportation Type --
- Airfare
- Airfare Change Fee, explain in remarks
- Rental Car
- Personal Vehicle, explain in remarks
- Other Ground Transportation, explain in remarks
- Other, explain in remarks

Amount

Remarks

[Save This Expense]

Miscellaneous Expenses for boston

Type -- Select type of miscellaneous expense -- ▾

Amount $ 0.00   **Remarks** Remarks

[Save This Expense]

Receipts are required for airfare, rental car, conference fees, and any single expense more of $75 or more.

[Save & Continue]   [Go to next page]

Enter Location Expenses

Help for this page

Report ID: TRV000708568

Enter Location Expenses for boston

Use this page to enter expenses for transportation, conference fees, meeting supplies, and miscellaneous business-related purchases. Select an expense type, enter the information requested and click "Save This Expense." Use remarks to clarify the entry, e.g. gas toll, parking, photocopies, etc. Repeat until all expenses are entered. Expenses for meals and lodging will be entered on the "Daily Expenses" page.

Click for a currency calculator

Transportation Expenses for boston

No Air Travel ☐

Type -- Select boston Transportation Type -- ⌄

Amount $ 0.00

Remarks Remarks

Save This Expense

Miscellaneous Expenses for boston

Type ✓ -- Select type of miscellaneous expense --
Conference/Event Registration
Business Meeting Supplies
Other Business Expenses, explain in remarks

Amount

Save This Exp...

Receipts are required for airfare, rental car, conference fees, and any single expense more of $75 or more.

Save & Continue

Go to next page

Special Circumstances

Help for this page

Report ID: TRV000708568

┌─ **Special circumstances** ─────────────────────────────────────

☐ **Check** this box, explain below and in the back-up documentation (See what's needed) if you are claiming:

1) Entertainment or group travel meal expenses; provide guest list, business purpose, amount per person and meal description - breakfast, dinner, or light refreshments.
2) Lodging costs more than the federal rate for the location

☐ **Check** this box, explain below and in the back-up documentation (See what's needed) if you are claiming:

1) Trip included personal (non-business) days. Provide the location and dates of personal travel.
2) Lodging exceeds maximum limits
3) More expensive transportation option was needed (ex: higher class airfare, larger size rental car, drive in lieu of fly)
4) Airfare change fees
5) Group travel. When lodging is shared, proof of payment is required from the payee requesting reimbursement.
6) Some travel expenses were paid by a third-party (do not claim reimbursement)

───

┌───

☐ **There are no special circumstances that warrant exceptional approval or additional review.**

───

Enter explanation for any special circumstances checked above:

Explanation - up to 500 characters

Save and Continue

Enter Daily Expenses

Report ID: TRV000708568

Help for this page

Enter the amount spent each day for meals, incidentals (tips to baggage handlers and hotel housekeeping), and lodging.

First and last day calculate to quarter day based on Trip Information tab

¶ Meals and Incidentals

	11/01/2025	11/02/2025
Breakfast	0.00	0.00
Lunch	0.00	0.00
Dinner	0.00	0.00
Incidental	0.00	0.00
Actual Total	0.00	0.00
Daily Maximum	92.00	92.00

🛏 Lodging

	11/01/2025	11/02/2025
Actual Lodging	0.00	0.00
Daily Maximum		

Receipts are required for all lodging and for any single expense of $92 or more.

Save & Continue   Go to Next Page

11/01/2025 - 11/01/2025   **Total For Location: $0.00**

Totals

Help for this page

Report ID: TRV000708568

Short Description For Dept Reporting:

TRV000708568;Nagaraj

Trip Total: **$2.00**

Expenses by Account Type
Lodging/Meals/Ground Transp Calif $2.00

Reimbursement Total: **$2.00**   Reduce Reimbursement Amount

Expense Distribution Chart Strings

-- Choose Account Type --   ⌄   **Enter an Amount:** $ 0.00

and

Choose a previously entered chart string   -- Choose Chart String --   ⌄

or:

Enter a chart string

BU	Account	Fund	Department	Function	CF1	CF2	Friendly Name
1 ⌄							

☐ Save to Manage Chart Strings list

Enter Expense Distribution

Save and Continue   Finished With Totals