An updated A&S BER form is available on the ASFC website under the heading Arts and Sciences Finance Center Forms and Processes

Delays in processing time and reimbursement

**On the BER Form**

<table>
<thead>
<tr>
<th>Missing Data</th>
<th>Payee’s Name, Specific Business Purpose, guests attending, account name/string</th>
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| **Business Purpose** | Please be specific:  
• If the item is a book, please specify the title and its business purpose: for a class in …., research on …., etc.  
• For a meal with multiple guests, please indicate the business purpose: discussing research on …., reviewing a class in….., or a discipline in….., etc. |
| **Multiple Guests for Meal** | Include the names of the accompanying colleagues in the Accompanying Dartmouth Personnel field. If you are seeking reimbursement for the entire amount of a meal receipt that includes you and other colleague(s), we do need the itemized receipt and a listing of the participants. |
| **1 BER form for 1 Trip** | Each trip must be processed separately. It saves substantial processing time if each trip is submitted on a separate BER. |
| **Estimated Amount is Encouraged** | We encourage users to populate the Payee’s Estimated Amount of Reimbursement field, especially for those that are being preapproved. |
| **Entering Natural Classes** | Please refrain from including the natural classes in your chart strings. |
| **Timing of BER Submission** | Submit BERs as quickly as possible. Please do not hold all your BER’s and then submit multiple BERs all at once. Electronic submission (scans within an email) is a fast and efficient method for sending in your information and reduces typos from retyping the data. Pre-approval can be made within the email (“I approve of the enclosed BER”). |
| **Paper Submissions** | Paper submissions, while still accepted, take more time to process |

**On the Receipts**

| Missing Data on Receipt | Date, vendor name, balance paid, method of payment, and purchase detail are required data. |
| **Method of Payment** | Documentation that reflects the method of payment. For example, for hotel receipts, we need the statement reflect a 0 balance and the method of payment must be listed (credit card number). If this is not available please provide credit statement listing transaction. |
| **Itemized Receipt for Entertainment and Non-Travel Local Meals** | If you are missing your itemized receipt, please contact the vendor to obtain it. Local vendors can fax or e-mail you a copy. If all efforts fail, please contact us. |
Multiple Guests for Meal

Include the names of the accompanying colleagues in the *Accompanying Dartmouth Personnel* field. If you are seeking reimbursement for the entire amount of a meal receipt that includes you and other colleague(s), we do need the itemized receipt and a listing of the participants.

Expedia

Expedia does not always include a proof of payment or an itemized receipt.

To obtain proof of payment for the hotel charge have the payee either e-mail or call (Expedia recommended calling over e-mailing for a quicker turnaround time):

- E-mail: [travel@customercare.expedia.com](mailto:travel@customercare.expedia.com)
- Provide: Itinerary #, e-mail address, and request for an itemized receipt (reflecting payment on credit card)

OR

Contact Customer Services 1-800-397-334, press 5 and provide the following:
- Itinerary #, e-mail address, and request for an itemized receipt (reflecting payment on credit card)

Charges in addition to the hotel stay (room service, meals, etc) are charged directly to the cardholders credit card. The payee would need to select the per diem or no receipt option to obtain reimbursement.

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**Social Security Number & Email Collection**

Initially, centers were required to obtain social security numbers and e-mail addresses for all non-Dartmouth persons with a BER submission for entering reimbursements into the system and copying the payee on a BER approval. This policy has changed. The Controller’s Office has notified us that we no longer need to collect the SSN or email address to process a BER, unless the reimbursement is for a taxable expense. When necessary, we will contact the administrator for assistance in obtaining this information.

**Mac Users**

A PDF of receipts now accompanies the BER to enable Mac users to open the BER form and the multiple-page receipt file for review and approval. Previously, a PDF of receipts was imbedded in the Excel workbook as its own tab. Rather than determining who uses a MAC versus a PC, we are implementing this change across the A&S division. All payees and approvers will receive both a BER.xls form (non-macro) and a separate PDF of receipts, if there are multiple receipts.

**Approvers**

If you are responsible for approving a BER or invoice, please review the entire BER. While we make every effort to be as accurate as possible, the approval process is set in place to approve both the chart string listed and to bring any discrepancies to the attention of the Center.

**Pre-Approvals**

For those who pre-approve a BER, we will respond with a final copy of the BER for your reconciliation of the account at the natural class level.

**PTAE0 Chart Strings and Internet Charges**

We have confirmed with OSP and the Controller’s Office that internet/communication charges while traveling on College business can be charged to a PTAEO chart string. However, internet/communication charges made locally (on campus, local area, home office) should not be charged to a PTAEO as they are considered F&A (Facilities & Administration) costs.

The ASFC Staff thanks you for your attention to the above.

Please continue to provide your feedback and suggestions. You can reach us through our email address at asfc@dartmouth.edu or by contacting Amanda Bushor, Director of Operations and the Finance Center, by [Amanda.Bushor@Dartmouth.edu](mailto:Amanda.Bushor@Dartmouth.edu) or by calling 6-2028.

We look forward to continuing to meet the needs of your departments, programs, and for the institution.