



For general training please see [the Certify Help Center](#)

<https://travel.csueastbay.edu>

- Click on [redacted] located at the top right of the screen.
- Then, click on the [redacted] button.
 - o A new browser tab will open.
- Select the type of booking feature.
- To exit the travel booking feature and return to the Certify page, simply exit the browser tab.

Please be entirely certain that the information regarding your itinerary when booking is correct. By submitting to book with Certify, your booking reservation(s) will be confirmed.

- From your Certify page, click on [redacted].
- Select action item.
- Enter expense report information and click [redacted].

Your [redacted] should contain relevant information regarding your trip (i.e. name of conference, location, and date). Please do NOT include COMMAS in the report name as this could cause file import errors.

Your

| Source | Receipt | Date | Category/Details | Vendor |
|--------|---------|-----------|-----------------------------|-----------------------|
| | | 4/10/2019 | > 606001 Travel-In State... | Enterprise Rent-A-Car |



If a receipt is required, you can add it to your Certify account by uploading it into your Certify Wallet using the following methods:

- : Download the Certify mobile app on your mobile device.
- : Email your receipt(s) to receipts@certify.com
- : Upload a picture or pdf file of your receipt(s) by using your Certify account online.

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- Take care to upload receipts only once; duplicate receipt uploads should always be avoided. Following submission of a trip reimbursement, Wallet should only contain valid pending receipt transactions.
- For travel, receipts are not required for purchases \$75.00 and under. Receipts are required for host reimbursements that are not travel related.
- Receipts must be scanned individually per page and must be legible. Illegible receipts and documents will delay processing your request.