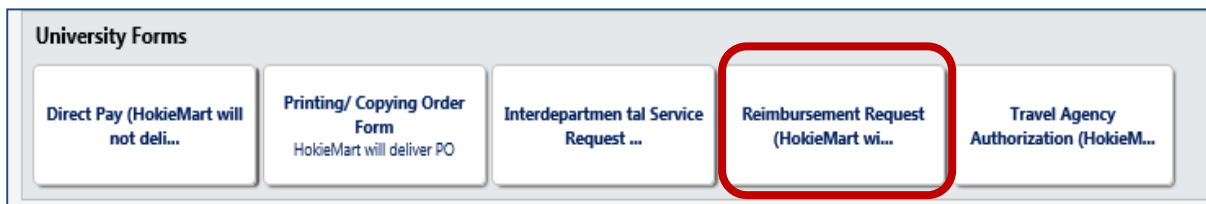# *QG* - Reimbursement Request

HokieMart will <u>NOT</u> deliver PO

The Reimbursement Request form is used to reimburse Virginia Tech faculty/ employees/ students for non-travel items/services up to $2,000.

Note: **To reimbursement an individual not affiliated with Virginia Tech use the Non-Catalog form.**

Entertainment and recruitment expenses in the Blacksburg area or other official station may also be processed on the Reimbursement Request form. The original Reimbursement Request form must be printed and sent to the Controller's Office for payment. Please see instructions below for additional requirements.

From the Main Screen of HokieMart:

- Click "Reimbursement Request."
- Begin entering person to be reimbursed. If their name is available, it will auto populate.
- Select appropriate name from those available (reimbursee name).

Next in the "General Info" section of the form, enter required information.

- Catalog No. will be REIM. (Do not edit – this is the default code for this form)
- Product Description will be a description of the item(s) being reimbursed.
- Quantity will be 1…this is one reimbursement.
- Packaging…defaults to "Each."
- Estimated Price…receipts are necessary to process a reimbursement. Enter the actual amount total from the receipt(s).

Sample Reimbursement Request Form

The Internal Info section has a place for the reimbursee to sign. It is suggested that you print the form **BEFORE** adding to the cart. To print, choose the printer friendly icon in the upper right of the form or click with the right mouse button.

- Print and have the reimbursee sign the form.
- Follow procedures for submitting reimbursements to the Controller's Office.

From the available action drop-down menu:

- Click "Add and go to Cart."
- Click "Go."

User will now be in the **Cart – Draft Requisition.**

- Complete the PR.

Notes:

- Attach all original receipts to the Reimbursement Form.
- Do not use staples to attach receipt; please use tape.
- Internal Notes may be attached when needed.
- Following these guidelines will allow the reimbursement to be made in a timely manner.
- Complete and detailed justification must be provided.