

Quick Guide: Reimbursement Request

HokieMart will **NOT** deliver PO

Use this form to reimburse Virginia Tech faculty/employees/students for non-travel items/services up to \$2,000.

Note:

To reimburse an individual not affiliated with Virginia Tech for non-travel-related items, use the Non-Catalog form.*

***All reimbursements related to travel must be put through the travel system, Chrome River.**

From the Main Screen of HokieMart:

- Click Reimbursement Request

The screenshot shows the HokieMart main screen with two sections: 'University Forms & SWaM Vendor Search' and 'Procurement Related Forms'. In the first section, there are five buttons: 'Direct Pay (HokieMart will not d...', 'Interdepartmental Service Reque...', 'Reimbursement Request (HokieMart...', 'Travel Agency Authorization (Hok...', and 'VT SWaM Vendor Search Diversified Vendor Search'. An orange arrow points to the 'Reimbursement Request (HokieMart...' button. The second section, 'Procurement Related Forms', contains three buttons: 'Contract Mod Request Form Contract Mod Request Form', 'Ship To Address Request Form Ship To Address Request Form', and 'Solicitation Request Form Solicitation Request Form'.


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

The screenshot shows the 'Reimbursement Request (HokieMart will not deliver PO)' form. At the top right, there are 'Available Actions: Add and go to Cart' with a dropdown arrow, 'Go', 'Close', and a print icon. Below this is the 'Supplier Info' section with a search bar labeled 'Enter Supplier' containing the text 'sutphin'. A dropdown menu below the search bar shows two options: 'Bonnie M Sutphin' and 'Caroline Grace Sutphin'.

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

- Catalog No. – should display REIM (Do not edit)
- Product Description – type a description of the item(s) being reimbursed.
- Quantity – leave at 1. This is one reimbursement.
- Packaging – defaults to EA – each
- Estimated Price – receipts are necessary to process a reimbursement. Enter the actual amount total from the receipt(s).

Sample Reimbursement Request Form

Reimbursement Request (HokieMart will not deliver PO) Available Actions: Add and go to Cart 

Supplier Info	
Enter Supplier	<input type="text"/>
	or supplier search

General Info	
Non-Configurable Fields	
General Info Instructions	Please use this form to reimburse Virginia Tech students/employees for non-travel items/services. Send supporting receipts to the Controller's Office with reference to this PO number. Reimbursee must sign statement below (either print this form or stamp document with this statement for signature).
Form Type	Reimbursement Request (HokieMart will not deliver PO)
Catalog No.	REIM
Product Description	<input type="text"/> 254 characters remaining expand clear
Quantity	<input type="text" value="1"/>
Packaging (UOM)	EA - Each
Estimated Price	<input type="text"/>

Internal Info	
Internal Info Instructions	I hereby certify that the expenses listed above were incurred by me and are necessary and appropriate expenditures of the University. By my signature, I acknowledge that the goods purchased become the property of Virginia Tech.
Reimbursee Signature:	<input type="text"/>
Payment Category	B1 - Reimbursements to university employees
Internal Attachments	add attachment...

Total 0.00

- 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