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

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

- 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