

The student submitting a reimbursement are to read the “SOM Student Reimbursement Policy” which has important information the student is require to follow.

1. SOM Student Reimbursement Policy (students are required to read and follow the policy)
2. Tax Exempt Letter (must be used when making purchases in NJ and FL)
3. SOM Student Reimbursement Request (use for non-travel purchases such as food, supplies, etc.)

If you purchased any food/supplies for your event, please submit **original itemized receipts** showing your name and the last four digits on the receipt, a copy of your credit card showing your name and the last four digits of your card used (if you paid cash the receipt must state cash tendered with a zero balance) and fill out the attached student reimbursement request. **Please make sure that the purchase is done with your credit card, not a significant other, partner, friend, etc.** If the purchase is not done by a credit card in your name, we cannot reimburse you-there are **NO** exceptions. On the student reimbursement, please indicate the club event, date of event, and what the amount was used for.

An electronic receipt is acceptable if you paid on-line, but it must include the itemize invoice, electronic receipt showing your name, address, shipped/delivered date and last four digits of your credit card. Amazon and Office Depot purchases are **not** reimbursable.

Please email me, Stephanie Levin ([levins@rowan.edu](mailto:levins@rowan.edu)). Please include the student reimbursement form (attached) and supporting documents (copy of credit card, itemize invoice, electronic receipt and/or original itemized receipt).

Thank you and have a wonderful day!

***Stephanie A.N. Levin BS, MBA***

*(She, Her, Hers)*

*Ed.D. in Educational Leadership Student*

*Management Assistant*

*Office of Student Affairs and Alumni Engagement*

*Rowan University School of Osteopathic Medicine*

*40 East Laurel Road | UEC-Suite 2105*

*PO Box 1011 | Stratford, NJ 08084*

***Phone:*** 856-566-6981 / ***Fax:*** 856-566-6371

***Office Hours:*** Monday-Thursday 8am-4pm

***Remote Work Hours:*** Friday 8am-4pm



