

## SOM Student Reimbursement Policy

It is our goal to get students reimbursed as quickly as possible. To accomplish this, students need to obtain and keep their receipts as well as turn in completed reimbursement paperwork in a timely fashion. For a list of reimbursable items [click here](#).

**THE REIMBURSEMENT FORM is used for reimbursement for goods/services/food from an existing University fund.** This form is used to reimburse for non-travel related purchases such as food, supplies, etc. Students must get specific receipts for all items (itemized) that are expected to be reimbursed. Submit the completed form, receipt(s) and back-up documents (including a copy of the credit/debit card used) to Stephanie Levin, [levins@rowan.edu](mailto:levins@rowan.edu), Management Assistant, Student Affairs. *Please note that if you have direct deposit, you must still enter your address on the form.*

**TAX EXEMPT STATUS:** Rowan University is exempt from New Jersey and Florida state tax. Please use the tax-exempt letter when making a purchase. The vendor will waive the New Jersey/Florida state tax on that purchase. If you do not supply the letter and are charged New Jersey/Florida state tax, you will not be reimbursed for the amount of the tax charged. You are only eligible for receive reimbursement for the actual purchase.

**ACCOUNTABILITY** falls on the student requesting the reimbursement. Please ensure that the club/STUCO/class council has authorized any purchases you make. Reimbursement forms/requests will be verified by the Office of Student Affairs with your club/STUCO/class president or treasurer.

**RECEIPTS** are to be originals only. You must obtain and save the appropriate receipt(s) for the item(s) purchased. If you made the purchase with a debit or credit card, a copy of the card showing the name and last four digits of the card must be submitted. Receipts must include the name of the vendor, location, date and dollar amount. A credit card statement for “Wal-Mart...\$50.00” is not acceptable. You must have the original itemized receipt showing the item(s) that were purchased. \*\*\*Bank or credit card statements are not acceptable as proof of what was purchased. \*\*\*

**REIMBURSEMENT** will be processed after appropriate administrative approvals and signatures. A check will be issued and mailed to the address on the reimbursement form that was submitted by the requesting student or an e-mail notification will be sent to the “owner” of the Rowan ID number on the reimbursement form that a direct deposit will or has been made.

**If you have any questions, please ask! My name is Stephanie Levin, Management Assistant, Student Affairs. I am handling student reimbursements. You can reach me at [levins@rowan.edu](mailto:levins@rowan.edu).**