**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.

**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)**.**

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