Expense Reimbursement Voucher Steps

To receive reimbursement for a personal credit card purchase, you must obtain prior approval from both the ORSP VP and CFO, Stephany Villalta, at svillalt@exchange.kean.edu.

Steps to Process Your Reimbursement:

1. **Payment**:
    i. After receiving approval, use your credit card to purchase as usual.
    ii. Keep the receipt from the transaction to attach in ESM.
2. **Vendor Setup (if you are not already a vendor in ESM):**
    i. Complete a W-9 form with your information.
    ii. Email the completed W-9 form to Patricia A. Bontempo at pbontemp@kean.edu to request vendor setup in ESM.
    iii. Include your contact information (email and phone number) in the email.
    iv. Allow 24 hours for the vendor setup to be processed.
3. **Reimbursement Voucher**:
    i. Complete a reimbursement voucher form.
    ii. Email the completed voucher to CFO Stephany Villalta at svillalt@exchange.kean.edu for approval.
4. **ESM Final Submission**:
    i. The departmental administrative assistant will complete the final submission in ESM.
    ii. Ensure the submission includes:
        1. CFO approval.
        2. Receipt(s).