Requesting Reimbursement with Erequest

BEFORE PURCHASE

- Contact Suzanne M.S. Mikos (mikos.2@osu.edu) before making a purchase for reimbursement. There may be purchasing methods that are more cost- or time-efficient or that are in better compliance with Ohio State policies.

- If given approval to continue with purchase for reimbursement, please bring the “Blanket Tax Exemption Certificate” (accessed here using your name.n and password) to vendor so that tax is not charged.

- You may either: a.) scan receipts and attach them as you enter erequest or 2.) Provide receipts to Suzanne to upload after you enter the erequest.
  - Be sure to return itemized receipts.
  - BUSINESS MEALS: If the pcard is used for a business meal, please provide names and affiliations of all attendees when you return the receipt.

AFTER PURCHASE

1.) Log into erequest.osu.edu with your name.n and password.

You’ve requested a web page which requires a user login.

[Login interface]

2.) Select “New”

eRequest Home

[Menu options: New, Search]
3.) Under “Pay Someone” choose “Reimbursement to Employee”

4.) Complete item details. Keep your name as the vendor, as payment will be issued to you.

5.) Complete business purpose. This should state the details of why university funds are being used not what they are being used for.

6.) Enter general funding information (e.g., PRA balance, SBS small grant, colloquium funds) if known. For “org number,” use 07330 for Geography and 07350 for CURA.
7.) Press “continue” and then “submit for approval”

8.) You will receive an email notifying you when the request is approved. You will also receive an email when the reimbursement has been directly deposited to your account.