

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).