Personal Reimbursement Request Form FAQs

A Personal Reimbursement Request Form is now available in the OSCAR Marketplace. This form is intended to replace REQUEST and APPROVAL to procure something out of pocket that was once done through an email to Procurement Services. The actual permission to buy the product must be obtained from your department prior to completing this form. **It does not replace the need to actually submit for the reimbursement in CONCUR.** When submitting the request in CONCUR, you must attach the approval email you will receive from OSCAR if the request is approved by Procurement Services.

**PLEASE NOTE:**

**All personal reimbursement requests are subject to the Institute’s procurement policies and procedures. Please review the Non-Travel Purchase Reimbursement policies on the Travel and Expense website here. Depending on the nature of the request, it may require additional review by departments other than Procurement Services (i.e. Legal, Export Control, Information Security, etc.).**

FAQs:

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Q: Does this form have to be completed prior to making the purchase?
A: Yes. Items not approved in advance may not be reimbursed.

Q: If my department requires PI approval for purchases, can this form be used?
A: Yes, each department will still need to follow whatever prior approvals it has in place for purchases made outside of the OSCAR system. If your department requires PI approval, this should still be done prior to the form being completed. Once the form reaches Procurement Services, it will be assumed that all departmental approvals have already taken place for the reimbursement request.

Q: Does this form need to be filled out for monthly cell phone reimbursements?
A: No. *The process for cell phone reimbursement has not been changed.*

Q: Does this process replace the petty cash process?
A: No. *The petty cash process is still the same and the procedures that should be followed for petty cash reimbursements can be found on the Finance website here.*

Q: Can I tell why my Personal Reimbursement has been rejected?
A: Yes, please look at the Personal Reimbursement Form’s History. *The reject reason will be noted there. Please see a screenshot of how to view the reject reason below:*
Showers request for Sa...

Instructions

Personal Reimbursement Request Instructions

Using this form, please explain why the item(s) cannot be substituted with something available in the marketplace or from one of our certified suppliers. If this form is approved, you must reference the form number when processing the reimbursement in Concur.

Details
Attachments
Questions
Review and Submit
Form Approvals

History - Google Chrome

Note

Creation Engine is in our system and accepts purchase orders but was deactivated since we have not done business with them in the past year. I have asked Procurement Support to reactivate supplier. Please obtain a quote and enter a requisition.