COMPLETING A NON-TRAVEL REIMBURSEMENT ONLINE (only for US citizens and permanent residents)

1. Scan your receipt(s) with alcohol purchases clearly marked and save them in a file on your computer for uploading later in this process. Please name your receipt with your name and amount in this format: "LastName $AMT". (Note: All alcohol purchases need pre-approval to be reimbursed.)
2. Go to the following webpage: https://erequest.osu.edu
3. Log in using your lastname.# and password.
4. Click "New" (*Tip: If you would like to go in and look at a previously entered request, click "Search."*)

5. Complete the following:

a) **Contact Information** – This information will pre-populate for you; Verify its accuracy

b) **Purchasing/Payment Option** – Choose radio dial "Reimbursement to Employee" under "Pay Someone". Do not do anything in the box "Buy Something"

c) **Vendor/Payee and Item Details**:
   1) Description – Enter description of items purchased in the receipt
   2) UOM – leave blank
   3) Quantity – leave as "1"
   4) Enter the amount on your receipt
   5) If you have a second receipt, click "Add Another Item" and follow steps 1-4
   6) Vendor/Payee Information – This should pre-populate with your name and address

d) **General Request Information**:
   a) Ship To – Type "N/A"
   b) Additional Info – Leave blank or put any other information the office needs to know
   c) Business Purpose for the Items(s) Above – Be very specific in your explanation.
      *For Meals – State the business related issue being discussed, a list of attendees, and the name of the place where the meal took place
   (e.g.*: Dinner @ Spagio Restaurant with Colloquium Speaker, Mr. Jones, held on 8/8/2012 to discuss research regarding his presentation; Attendees: Mr. Faculty1, Ms.Faculty2, Student A, Student and, Mr. Jones).*)

e) **Attachments** – Click "+ ADD…", go to file where you saved your scanned receipt and upload it here.

f) **Funding Source**:
   1) ORG - 06140 should default here; Leave as "06140"
   2) Research Project Number – if you are charging the expense to a Project, fill in the Project Number
   3) Special Funding Instructions – Enter to where you would like this charged, i.e. Colloquium ORG, Computer Committee ORG, Your ORG or Start Funding, etc…

6. Click "Continue"

7. Review your submission. If information is as you entered it, click "Submit For Approval"; If you need to make a correction or add information, click "Edit", make the necessary changes, then click "Continue" and review your submission again before clicking "Submit For Approval".

8. Once you click "Submit for Approval", you will be brought to a page that lists a "PR" Number.
   a) Click the PR Number listed in BLUE; This will bring up your completed form.
   b) Print the completed form (In the right hand corner, choose to print the "pdf" version of the form.)
   c) Write the PR Number on each of your receipts
   d) Paperclip/staple Original Receipts to this form
   e) Place this form with the attached receipts in Susan Waller's mailbox for final approval and processing.

Updated: September 19, 2012