

Staple Receipt(s) to top left corner

Make sure not to cover the
information on the right.

Feel free to staple to the back if a
receipt is too large.

MacGregor Reimbursement Form

If you have any questions, comments, apologies, etc., feel free to
email mac-trez@mit.edu.

☐ Payee name (probably you): _____

☐ Payee Kerberos (also you): _____

☐ Date of service: _____

☐ Amount (subtotal **WITHOUT** tax): \$ _____

☐ Itemized receipt

☐ Proof of payment

☐ Event/Purpose (study break, party, entry lounge items, etc.):

☐ Number of attendees (if applicable): _____

☐ Fund (usually your entry): _____

☐ Scans of receipts (If you're feeling really helpful!)