

## Online Reimbursements

- 1) MIT cannot reimburse you for sales tax. You must provide form ST-2 to the vendor for tax exemption.
- 2) Scan or take photos of your receipts and have them ready to upload. You will need both of the following.
  - a. Itemized Receipt: description of each item purchased and the item price
  - b. Proof of Purchase: method of payment and zero balance owed
- 3) Go to [atlas.mit.edu](https://atlas.mit.edu).
- 4) Click on “My Reimbursements” on the left menu.
- 5) Click on “Request a Reimbursement for Me”
  - a. Payee: [your name]
  - b. Charge to: MIT
  - c. Name this RFP: [Department] – [Position] (*Membership – External Relations*)
  - d. Date of Service: date on your receipt (*mm/dd/yyyy*)
  - e. G/L Account: purchase category (*leave blank if you’re not sure*)
  - f. Cost Object: 2535400
  - g. Amount: total amount, without tax
  - h. Explanation: event (including date), what was purchased, estimate of attendance
- 6) You can choose to “Add Line” if you have more reimbursements to submit.
- 7) Click on “Save & Continue”.
- 8) You will be prompted to attach a receipt (*jpg, txt, gif, pdf, png, tiff, or bmp under 2MB*).
- 9) Once finished, click on “Send to” and send to the treasurer, Rebecca Grekin ([rgrekin@mit.edu](mailto:rgrekin@mit.edu)).
- 10) Print out the RFP page, staple the hard copy of your receipts and turn in to the Student Activities Office (SAO) on the 5th floor of the student center.

Questions? Email [swe-treasurer@mit.edu](mailto:swe-treasurer@mit.edu)