

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.
- 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, Margaret Bertoni (bertoni@mit.edu).

Questions? Email swe-treasurer@mit.edu