

## 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, Michelle Tai ([mtai168@mit.edu](mailto:mtai168@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 5<sup>th</sup> floor of the student center.

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