



# Simmons/Reimbursement

## 1 | Create and Fill out the RFP

1.1 | Go to [atlas.mit.edu](https://atlas.mit.edu), click *My Reimbursements*, then *Request a Reimbursement for Me*

1.2 | Fill out receipt *Information Page* with the following fields:

- Date of Service: The date the item was bought (typically on the receipt)
- G/L Account: The type of expense – Unless you see one that is directly applicable, use either 421000 “Meetings, Food, and Beverages”, 420318 “Recreation Related Expenses”, or leave blank
- Cost Object: 2720682 is the Simmons Hall number, always use this.
- Amount: amount on receipt without tax\*

1.3 | **Add Line Item (optional):** Under the Explanation box, there is an “Add Line” button. Click this to add another (usually related) transaction to your RFP. Each receipt should have its own line item!

1.4 | **Add Receipts:** Scan/photograph the receipts and attach if available. A valid receipt must be itemized and have proof of purchase (ex. last four digits of your credit card number or “paid in cash”).

1.5 | **Send to:** search for “Lawrence Liu”. It should show up as “Lawrence Liu (lwl,Freshmen)”

\*: MIT can reimburse tip, gratuity, and shipping, but not tax. (But, you can get a tax exemption!)

In-depth Instructions at: [http://studentlife.mit.edu/sites/default/files/RFP%20-%20Payment\\_3.pdf](http://studentlife.mit.edu/sites/default/files/RFP%20-%20Payment_3.pdf)

## 2| Special Cases

**Travel:** For travel reimbursements, a separate Concur system at [web.mit.edu/concur](https://web.mit.edu/concur) must be used. MIT cannot pay gas, taxi cabs, rideshares, travel expenses beforehand.

**Large Items/Receipts:** Can only use requisition / purchase orders on items over \$5,000. Reach out before making any purchases.

**Paying a person for services/hiring:** Very complicated restrictions

**Prizes/Awards:** Tricky because it can technically fall under payment for services if not careful

**Events where money is collected:** Free cash boxes, and armed escort if desired

In any of these cases, please contact me at [simmons-treasurer@mit.edu](mailto:simmons-treasurer@mit.edu).