In Atlas, be sure to personalize your menu by adding items you’ll need.
Click Here
Manage Reimbursements (RFPs)

Request and manage reimbursements to students and employees for out of pocket expenses.

**Reimbursement**
Reimburse students or employees for out of pocket expenses, such as conference attendees' expenses, subscriptions, etc.

**Payment (Taxable)**
Pay external vendors for taxable services, such as honoraria, speaker's fees, or when paying non-employees for awards, etc.

**Find RFPs**
Search for requests for payment.

**Clone an RFP**
Copy an existing RFP to start a new RFP.

**RFP Inbox**
Find RFPs sent to you and RFPs you have saved.

**Additional Resources**
- Reimbursements Help Documentation
- Reimbursements FAQ
- Accounts Payable
Select MIT or Non-MIT relationship

Selected appropriate person/business or select “continue” if not found
Enter a Name for this RFP

Enter mailing address information

Enter Tax ID Number for a business

DO NOT ENTER SSN

Select mailing options and Enter Mailing instructions

SAO Office
For individual, enter 000-00-0000

Also, include message: “SSN is on contract submitted to SAO” in both places

Enter Purchase Order Number, if applicable: Ex: PO# 1234567890
Enter information into **ALL FIVE** spaces – Failure to do so may result in significant delays.

Explanation should be a brief description; “Pizza for 20 students at group meeting.”

Clicking in the G/L box will open a drop down menu.

<table>
<thead>
<tr>
<th>Date of Service</th>
<th>G/L Account</th>
<th>G/L Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/6/2012</td>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

**Note to Central Office:**

- 412000 - Meetings - Food & Beverages
- 421753 - Non-IS Telephone & Network Charges
- 420050 - Travel Expenses
- 420800 - Books & Publications
- 420254 - Non-Reimbursable Expenses
- 425185 - Memberships and Dues
- 422315 - Grad Student Fellow Stipends-not MTDC
- 420298 - Professional Services/Consulting
- 420344 - Seminar/Workshop/Conference Costs
- 420165 - Entertainment
- 420258 - Office Supplies
When completed, click Save & Continue

Don’t forget to double check your Cost Object
Reminder to attach a receipt: Payment on contracts require an invoice from the vendor/individual.

Assigned RFP Number

After invoices are attached, click Send to Student Activities Office.

DO NOT attach contract if it contains SSN.
All RFP - Payments are sent to Student Activities Office

You may also send the RFP to an authorized signatory

Click Send
## RFP Confirmation

Your RFP has been forwarded to KATRINAH@MIT.EDU.

### Attach Receipt | View Receipts

### Note to Recipient

Do Not Approve

### Payment Details

<table>
<thead>
<tr>
<th>RFP Number</th>
<th>101913161</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payee</td>
<td></td>
</tr>
<tr>
<td>Company Code</td>
<td>CUR (MIT)</td>
</tr>
<tr>
<td>Name of RFP</td>
<td>TEST TEST TEST</td>
</tr>
<tr>
<td>Type of RFP</td>
<td>Reimbursement</td>
</tr>
<tr>
<td>Payment Method</td>
<td>Direct Deposit</td>
</tr>
</tbody>
</table>

### Line Items

<table>
<thead>
<tr>
<th>1. Date of Service</th>
<th>G/L Account</th>
<th>Cost Object</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/6/2012</td>
<td>4201946 - Entertainment</td>
<td></td>
<td>$76.32</td>
</tr>
</tbody>
</table>

Explanation:
Pizza for 20 students

Print this confirmation page and submit with original receipts or invoice.