RFP: Reimbursement
In Atlas, be sure to personalize your menu by adding items you’ll need.
Click Here

Home

MIT Work-Life Center
Lunchtime Seminar Series provides research-based strategies to help with work-life issues such as, eldercare, parenting, financing college, and navigating your early professional life.
Learn more

AO/FO Meetings
Save the dates for the fall 2014 and spring 2015 administrative and fiscal officer meetings on November 19 and March 26.
Get The Details

AdminConnect
A site dedicated to linking MIT administrators to ideas, resources, and one another.
Collaborate

The Future of MIT Education Discussion Forums
Join us to discuss the recommendations of the Task Force on the Future of MIT Education.
Forum Dates
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 office supplies, monthly telephone 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

Search function works by LAST name

Selected appropriate person or select “continue” if not found
Assign a Name to this RFP

Enter information into **ALL FIVE** spaces – Failure to do so may result in significant delays

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

Explanation should be a brief description; “Pizza for 20 students at group meeting”
When completed, click Save & Continue

Don’t forget to double check your Cost Object
Reminder to attach a receipt

Receipts need to:
- Contain Proof of Purchase
- Be Itemized

After receipts are attached, click Send to Student Activities Office

Reminder to attach a receipt
All RFPs are sent to Student Activities Office.

You may also send the RFP to an authorized signatory.

Click Send.
Print this confirmation page and submit with original receipts

### RFP Confirmation

- Your RFP has been forwarded

### Payment Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP Number</td>
<td>104913161</td>
</tr>
<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>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>420166 - Entertainment</td>
<td></td>
<td>$76.32</td>
</tr>
</tbody>
</table>

Explanation
Pizza for 20 students