

# RFP: Reimbursement



In Atlas, be sure to personalize your menu by adding items you'll need.

The image shows a screenshot of the Atlas web application interface. At the top, there is a dark red navigation bar with the 'Atlas' logo and the tagline 'navigating your MIT world'. To the right of the logo are navigation links for 'HOME', 'ABOUT ME', and 'CAMPUS LIFE'. Further right is a 'PEOPLE SEARCH' button with a person icon. Below the navigation bar, on the left side, is a 'Menu' dropdown menu with a question mark icon and an 'edit' link with a pencil icon. The menu lists several items: 'Time and Vacation Entry', 'Time and Vacation Approval', 'Buying', 'Service Requests', 'Reports for Student Groups', 'Manage Reimbursements (RFPs)', 'Training', 'Event Planning', 'Event Approval Inbox', and 'Student Appointments'. At the bottom of the menu is a 'FULL CATALOG' link with a grid icon. An arrow points from the text above to the 'edit' link in the menu. The main content area is titled 'Home' and features a large image of a building with columns and pink cherry blossoms. Below the image are four featured content boxes: 1. 'MIT Work-Life Center' with a teal background, describing a Lunchtime Seminar Series and including a 'Learn more' link. 2. 'AO/FO Meetings' with a purple background, listing meeting dates and including a 'Get The Details' link. 3. 'AdminConnect' with a blue background, describing a site for linking administrators and including a 'Collaborate' link. 4. 'The Future of MIT Education Discussion Forums' with an orange background, describing a forum for discussing recommendations and including a 'Forum Dates' link.

Atlas navigating your MIT world

HOME ABOUT ME CAMPUS LIFE

PEOPLE SEARCH

Menu ? edit

- Time and Vacation Entry
- Time and Vacation Approval
- Buying
- Service Requests
- Reports for Student Groups
- Manage Reimbursements (RFPs)
- Training
- Event Planning
- Event Approval Inbox
- Student Appointments

FULL CATALOG

## 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](#)



Menu ? edit

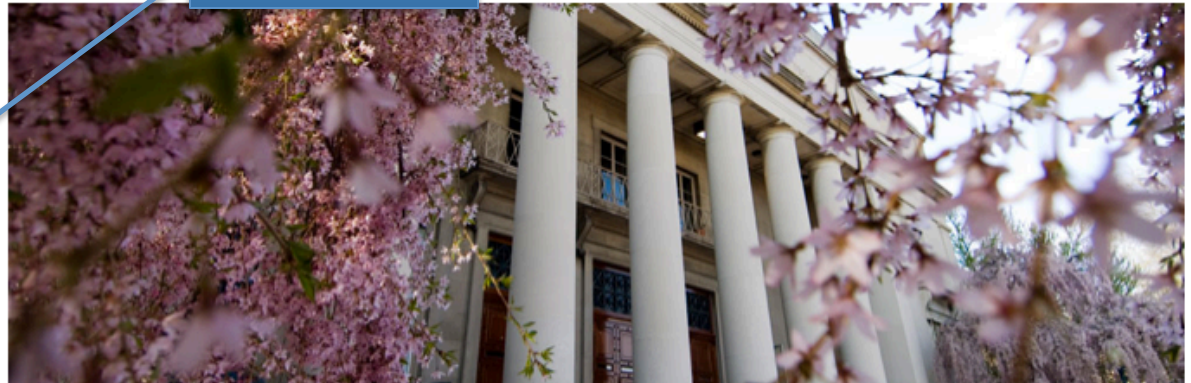
- Time and Vacation Entry
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FULL CATALOG

Home

Click Here



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Menu ?

edit 

[Time and Vacation Entry](#)

[Time and Vacation Approval](#)

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**[Manage Reimbursements \(RFPs\)](#)**

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 [FULL CATALOG](#)

Click Here

## Manage Reimbursements (RFPs)

[Need assistance?](#)

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

insideMIT

### Select Payee

**Search for a payee**

MIT  Non-MIT

\* Payee Name

### Select Payee

Christopher Joseph James (cjames, Mechanical Engineering)
Denman Halsted James (denman, Not Applicable)
Erica C James (ejames, Anthropology Program)
Jillian M. James (jillianj, Lincoln Laboratory)
Kate James (katej, OpenCourseWare)
Kevin S James (ksjames, Information Services & Technology)
Peter Benjamin James (pjames, Earth, Atmos & Planetary Sci)
Rosalind I James (rijames, HQ, Information Services & Technology)
Timothy Philip James (tpjames, Civil and Environmental Eng)

**MIT IST** Need business help or technical support?  
Review our [contact information](#) for assistance.

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## Request a Reimbursement (RFP)

[Save & Continue](#)

### Reimbursement details

Payee  [Change Payee](#)

Charge to MIT

Name this RFP Available for your use.

### Line items

1.	* Date of Service	* G/L Account	* Cost Object	* Amount
	3/6/2012			\$
	* Explanation	Enter G/L # or select one below 421000 - Meetings - Food &; Beverages 421753 - Non-IS Telephone &; Network Charges 420050 - Travel Expenses 420800 - Books &; Publications 420254 - Non-Reimbursable Expenses 421586 - Memberships and Dues 422315 - Grad Student Fellow Stipends-not MTDC 420298 - Professional Services/Consulting 420344 - Seminar/Workshop/Conference Costs 420166 - Entertainment 420258 - Office Supplies		
		<a href="#">Add Line</a>		

Note to Central Off

Assign a Name to this RFP

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

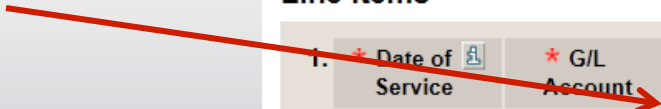
Clicking in the G/L box will open a drop down menu

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



insideMIT

## Request a Reimbursement (RFP)

### Reimbursement details

Payee

Charge to MIT

Name this RFP Available for your use.

### Line items

	* Date of Service <input type="button" value="..."/>	* G/L Account <input type="button" value="..."/>	* Cost Object <input type="button" value="..."/>	* Amount
1.	3/6/2012	420166	<input type="text" value=""/>	\$ 76.32

\* Explanation  
Pizza for 20 students

### Note to Central Office

### Request a Reimbursement (RFP)

Document 104913151 CUR was parked

Attach Receipt View Receipts Send to Approve Save

#### Reimbursement details

RFP Number	104913151
Payee	[Redacted]
Charge to	MIT
Name this RFP	TEST TEST TEST

#### Line items

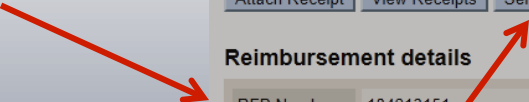
1.	* Date of Service	* G/L Account	* Cost Object	* Amount
	3/6/12	420166	[Redacted]	\$ 76.32
* Explanation For this G/L enter: Agenda/Topic of Discussion: Location of Meeting: Number of MIT Students: Number of MIT Employees: Number of Other Attendees: Pizza for 20 students				

### Attach Receipt to RFP 104913151

Choose file to attach:

  
  
jpg, txt, gif, pdf, png, tiff, or bmp under 2MB

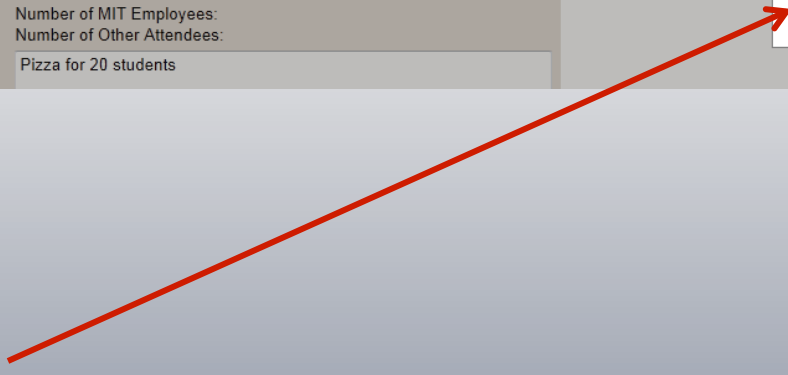
Assigned RFP Number



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

## Send To

[Return to RFP](#)

### Search for Recipient

\* Recipient's Name

### \* Select Recipient

	Name (Kerb ID, Dept./Course)	Email
<input checked="" type="radio"/>	Student Activities Office ( [redacted] , Student Activities Office)	[redacted]

### Note to Recipient

You may also send the RFP to an authorized signatory

Click Send



Need business help or technical support?  
Review our [contact information](#) for assistance.

## RFP Confirmation

Your RFP has been forwarded

[Attach Receipt](#)

[View Receipts](#)

### Note to Recipient

Do Not Approve

### Payment Details

RFP Number	104913151
Payee	<input type="text"/>
Company Code	CUR (MIT)
Name of RFP	TEST TEST TEST
Type of RFP	Reimbursement
Payment Method	Direct Deposit

### Line Items

1.	Date of Service	G/L Account	Cost Object	Amount
	3/6/2012	420166 - Entertainment	<input type="text"/>	\$76.32

#### Explanation

Pizza for 20 students

[Attach Receipt](#)

[View Receipts](#)

Print this confirmation page and submit with original receipts