GSC Meeting Food Reimbursement Guide

General reminders:

- Receipts must be itemized and time stamped within 6 hours leading up to the meeting time;
- Sales tax will not be reimbursed;
- The receipt image must be .png or .pdf;
- Do not use the same receipt for multiple RFPs;
- Do not use the "My reimbursement inbox" function to track the status of your reimbursement, or you will retract the RFP and will need to send it again. Instead, use "Track my reimbursement".

Procedures:

1. Use the "Request an reimbursement for me" function in Atlas;
2. The name of the RFP should contain the following: budget line item, budget line name (abbreviations), meeting date, and your initials. For example: "1.1c Offcr Mtg 12.31 ABC";
3. The date of service should be the date on the receipt;
4. The amount should be the total spent, minus the sales tax (if any), up to the amount allowed;
5. The G/L account is 421000 (meeting food/beverages), and leave the Cost Object field blank, unless otherwise instructed;
6. Fill in the explanation according to instructions;
7. Attach receipts and send the RFP to the committee chair;
8. Fill in the budget tracker, following the committee chair's instructions.

Additional resources:

1. There is an Atlas course "eRFP: Reimbursement" if you need additional help with the procedure;
2. Email gsc-treasurer@mit.edu and/or your Committee/Sub-Committee chair if you need clarification of policies.