

To Create an RFP to Reimburse GSC Meeting Food Purchases

Go to Atlas, in the menu select **My Reimbursements**, and select **Request a Reimbursement for Me**.

The screenshot shows the Atlas web interface. At the top, there is a navigation bar with 'Atlas', 'HOME', 'ABOUT ME', 'CAMPUS LIFE', and a search bar. Below this is an important information banner. The main content area is titled 'My Reimbursements' and contains several links: 'Request a Reimbursement for Me' (circled in green), 'Track My Reimbursements', 'Clone an RFP', 'My Reimbursements Inbox', and 'Direct Deposit Preferences'. A left-hand menu is visible with options like 'Time and Vacation Entry', 'Buying', 'My Reimbursements', 'Service Requests', 'Learning Center', 'Event Planning', and 'FULL MENU'.

This should open a new tab, which looks like the following (with your name listed as Payee):

Request a Reimbursement (RFP)

[Save & Continue](#)

You have choices in the payment method MIT uses to reimburse you for out-of-pocket and travel expenses. To view your current settings, and change them if you wish, please go to Atlas and select "Reimbursement Preferences".

Reimbursement details

Payee	[Redacted]
Charge to	MIT 1
Name this RFP	Available for your use. 1

Line items

1.	* Date of Service 2	G/L Account	Cost Object	* Amount 3
	mm/dd/yyyy			
* Explanation 4				
<div style="border: 1px solid gray; height: 20px;"></div>				
Add Line				

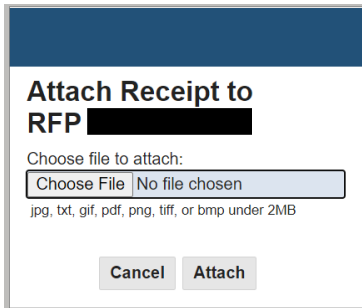
Note to Central Office

[Save & Continue](#) **5**

On this page, you need to fill out 4 fields:

1. Name this RFP:
 - a. The RFP should be named based on the line item the GSC budget for your meeting. Your Committee or Subcommittee chair can provide you with this information.
2. Date of Service:
 - a. Fill in this field with the date of the meeting
3. Amount:
 - a. Fill in with the amount of your purchase, up to the amount allocated per person in the budget (your Committee or Subcommittee chairs should inform you of this value)
4. Explanation:
 - a. Fill in this field with a description of the meeting (for example, Weekly GSC Officer meeting).

Next, select the “Save & Continue” button. **Make sure you have filled out fields 1-4 before pressing this button.** You should see the following pop up window:



You should choose an image of your receipt to upload. **The image must be a pdf or png**, and it especially cannot be a jpg. Once you have chosen the image, select Attach. You should then see the following page:

[Attach Receipt](#) [View Receipts](#) [Send to](#) [Save](#)

You have choices in the payment method MIT uses to reimburse you for out-of-pocket and travel expenses. To view your current settings, and change them if you wish, please go to Atlas and select "Reimbursement Preferences".

Reimbursement details

RFP Number	[REDACTED]
Payee	[REDACTED]
Charge to	MIT
Name this RFP	1.1c Officer Meetings

Line items

1.	* Date of Service	G/L Account	Cost Object	* Amount
	[REDACTED]	[REDACTED]	[REDACTED]	\$ [REDACTED]

* Explanation

[REDACTED]

[Add Line](#)

Note to Central Office

[REDACTED]

[Attach Receipt](#) [View Receipts](#) [Send to](#) [Save](#)

You can use the Attach Receipt to add images of your receipt (if using the previous button didn't work or you uploaded something wrong at first) and the View Receipts button to check that you uploaded the correct receipt.

It is critical that you record the RFP Number and provide it to your Committee/Subcommittee chair.

Once the correct receipt has been added to the RFP and all the proper fields are filled out, select the **Send to** button. That will take you to the following screen:

Send To

[Return to RFP](#)

Search for Recipient

* Recipient's Name

Fill in Lauren McLean here and select Search. You should see the following:

Send To

[Return to RFP](#)

Search for Recipient

* Recipient's Name

*** Select Recipient**

Name (Kerb ID, Dept./Course)	Email
<input checked="" type="radio"/> Lauren McLean (laurenm, Office of Graduate Education HQ)	LAURENM@MIT.EDU

Note to Recipient

It would be helpful to list your committee/subcommittee chair in the note. Then, select the **Send** button to send your RFP along! **Make sure you send your RFP Number to your Committee/Subcommittee chair.**

General Notes about Reimbursements for GSC Meeting Food:

- Receipt must be timestamped within 6 hours leading up to the meeting time.
- Sales tax will not be reimbursed

If you have any questions, reach out to gsc-treasurer@mit.edu.