

Directions for TCC Easter Sunday Party food reimbursements:

1. Place an order for food and save the receipt containing proof of payment (e.g. credit card number)
2. Go to atlas.mit.edu
3. On the left select "My Reimbursements:"
4. Select "Request a Reimbursement for Me"

Filling out the RFP:

1. Under Name of RFP, put "TCC Easter Sunday Party"
2. Under Date of Service, put 4/4/21
3. Under G/L Number, put 421000
4. Under Cost Object, put 2720764
5. Under Amount, put the amount to be reimbursed (up to \$9) exclusive of sales tax.
6. Under Explanation, put what food was ordered/business where food is from.
7. Save & Continue at the bottom of the page once all is filled out.
8. Attach receipt (make sure the receipt is itemized).
9. Select "Send to", and send the RFP to Keith Mokry (kgmokes) for processing.