

**Directions for submitting out-of-pocket receipts for reimbursement
to your LIDS Admin Assistant**

For students and postdocs, prior approval from Research Advisor must be given before any purchase. In general, your Advisor's Admin Assistant can purchase supplies directly from MIT vendors at the best prices. **Any large purchase**, even with prior approval from your Research Advisor, **must also be checked with the admin prior to purchase**. The following instructions ONLY pertain to smaller purchases of specific items (A) or to food/meetings for research groups or other MIT related reasons (B).

A. Non-meal/food receipts

1. MIT is a non-profit organization. That means purchases for MIT are **NOT** subject to sales tax. MIT will not reimburse sales tax if you forget to provide the vendor with the MIT tax-exempt form. The form is available from the MIT website and you must print BOTH pages:
https://vpf.mit.edu/site/content/download/1812/6428/file/taxexempt_st2.pdf
2. Reimbursements require both **proof of payment** and an **itemized receipt for the goods/services purchased**.

Itemized receipts show the description of the item purchased and the item price.

Proof of payment is expressed as a zero balance owed along with notation of the method of payment (cash, debit/credit card, personal check, PayPal) on the receipt.

3. Provide both the proof of payment and itemized receipts to your Advisor's admin (write your name on the receipt), along with a short written explanation of the purchase.

B. Food/meetings receipts

1. Reimbursements for food/meetings require both **proof of payment** and an **itemized receipt for the goods/services purchased**.

Itemized receipts are required for any purchase, but most especially food purchases. To ensure compliance, please ask your server or the restaurant **BEFORE** the meal is ordered to record an itemized receipt.

Proof of payment is expressed as a zero balance owed along with notation of the method of payment (cash, debit/credit card, personal check, PayPal) on the receipt.

2. Reimbursements for food/meetings must include answers to the following:

- a. Agenda/Topic of Discussion
[This is both the general reason for meeting PLUS a one-sentence description of the research topic discussed]

- b. Location of Meeting
 [This is either "MIT, building & room number" OR "Restaurant name, City, ST"]
- c. Names and Affiliations of Attendees
 [For example: MIT Prof, Postdoc, Grad, UROP, Visiting Student, Visiting Prof (home university), Company Rep (company name), etc.]
3. Provide both the proof of payment and itemized receipts to your Advisor's admin (write your name on the receipt), along with the information above.

EXAMPLE OF PROOF OF PAYMENT AND ITEMIZED RECEIPTS:

Proof of Payment

SHANDONG DUMPLING HOUSE
 950 MASS AVE
 CAMBRIDGE, MA. 02139
 617-661-8065

SALE

Server #: 000001

REF#: 00000030

Batch #: 034
 05/27/14 14:18:27
 APPR CODE: 04856B
 Trace: 30
 MASTERCARD Swiped
 *****2654 **/**

AMOUNT \$95.98

TIP \$ 15.00

TOTAL \$ 110.98

APPROVED

THANK YOU

CUSTOMER COPY

Itemized Receipt

0113
 1327093

Dumpling House
 950 Massachusetts Ave.
 Cambridge, MA 02139
 (617) 661-8066

C9
 5/27/2014 14:15
 WAIT 1
 1 1327093

1 A2. 麻辣耳丝	6.95
(A2. Spi Pig Ears)	
3 A28. 羊肉串	16.50
(A28. Lamb Teri)	
1 A30. 小笼包	7.25
(A30. Sp Dmpling Pk)	
1 B8. (大) 番茄蛋花汤	5.95
(B8. (L) Tomato Egg Drop Sp)	
1 H1. 香锅鸡	12.95
(H1. Wok Spi Fr Chk)	
1 G12. 酸辣土豆丝	9.95
(G12. Shred Potato H&S Sau)	
1 (大) 白饭	5.00
((L)W Rice)	
1 G1. 水煮鱼片	13.95
(G1. Szeohn Fish)	
1 G17. 煎豆腐	9.95
(G17. Pan Fr Tofu)	
1 (小) 白饭	1.25
((S)W Rice)	

Drink	.00
Food	89.70
Subtotal	\$89.70
State & Local Tax (7%)	\$6.28
Grand Total:	\$95.98

Thank you. Please Come Again