

Physics Reimbursements - Requested Expenses

Must be submitted prior to making purchase to get approval for reimbursement*

Reimbursements Request Form– <https://physics.mit.edu/wp-content/uploads/2024/11/Physics-Reimbursement-Request-Form-2024.pdf>

Prior to making purchases, send offer letter and a filled-out reimbursement form to phys-finance@mit.edu for approval. A signed approval form will be returned to you and a cost object provided to submit the report.

⇒ [Moving/Relocation expenses submit as Travel Report in Concur Atlas.](#)

1. Submit itemized receipts, offer letter and signed form within 60 days of returning from your trip.
2. Create travel report in Concur.
3. Attach itemized receipts, your offer letter and signed form.
4. If you don't have permission to access Travel Report in Concur, email [travelsupport@mit](mailto:travelsupport@mit.edu) to assist you. Students, you can contact your APO coordinator, to submit the report on your behalf (make sure to provide them your award letter and approved form to include in the report)

[To upload receipts for your Travel Report in Concur to the Available Receipts section:](#)

1. When logged into Concur, click Expense at the top of the screen.
2. From the Manage Expense screen, scroll down to the Available Receipts section.
3. Click on Upload Receipt Image.
4. Browse for the desired receipt file.
5. Select the image file.
6. Click Open.
7. Review Report, click submit.

⇒ [Non-Travel related expense - RFP in Atlas](#)

Please fill out new form. Send offer letter and a filled-out reimbursement form to phys-finance@mit.edu for approval. A signed approval form will be returned to you. (Reminder tax is not reimbursed).

1. Submit the necessary documentation and receipts within 60 days of your purchase.
2. **Enter information** in the following sections on the form:
 1. Reimbursement details
 2. Select Direct Deposit or Mailing
 3. Line items
 4. Note to Central Office (Accounts Payable or RAS) - optional
3. Click **Save and Continue** to create the RFP record.

4. **Attach a Receipt** file to the RFP
5. Click **Send to**, choose a reviewer or approver as Natalia Nazarenko-Georgieva at natalian@mit.edu, and send the RFP for a preliminary approval. You may leave *G/L Account* and *Cost Object* blank for your RFP approver to fill in. At a minimum, you will need to enter the *Date of Service*, *Amount*, and an *Explanation* of the expense

⇒ [Purchases in Buy-to-Pay, submit in B2P \(automatically tax exempt\)](#)

Prior to submitting order, send offer letter and a filled-out reimbursement form to phys-finance@mit.edu for approval. A signed approval form will be returned to you and a cost object that you can use for the order.

[Step by step guide to using B2P here.](#)

Below are some examples of reimbursable purchases (not all inclusive). Email phys-finance@mit.edu if unsure that something might not be allowed.

All purchases require a Justification/ Reasoning

Relocation expenses include reasonable expenses of: moving household goods and personal effects from the former residence to the new residence; and traveling (including meals and lodging) from the former residence to the new place of residence

Concur Expense

Conferences

- Airline Tickets
- Conference registration
- Hotel
- Food (itemized receipts)

Moving Expenses/Relocation

- Airline Tickets
- Ground transportation - Train Tickets, Car ride (e.g., Uber, Lyft), Bus ride
- Gas Milage
- Airbnb in route
- Hotel in route
- Ground shipment
- Food while in transit (up to current Cambridge MA ([per diem limits](#)))

RFP or B2P Expenses

Technology

- Computer

- Monitor
- Monitor Mount
- Keyboard
- Mouse
- Tablet
- iPad
- iPad headphones
- iPad charging cable
- Apple pencil
- Router modem

Other Research-related costs

Resources on MIT policies:

[Relocation](#)

[Concur Guide for Submitters](#)

[RFPs](#)

[B2P](#)

[Per Diem](#)

Not allowed:

- Furniture
- Apartments
- White glove services for moving, unnecessary/excessive expenditures
- Business class tickets
- Extra pickups or deliveries
- Housecleaning or maid service at either the old or new home
- Removal or installation of TV antennas or satellite dishes.
- Removal or installation for wall-to-wall carpeting, draperies and/or rods, electrical fixtures, water softeners, or similar items.
- Extra labor for dismantling/assembling/leveling any items, including play equipment, pool tables, game tables, exercise equipment, or any other oversized items, which can not be moved as is. (These types of items are usually part of the move but it is the employee's responsibility to have them ready to move and to reassemble them.)
- Disassembly or reassemble of children's playhouses or swing sets, portable swimming pools, waterbeds, utility sheds, or items of a similar nature.
- Transportation or boarding of household pets, horses or farm animals.
- Tips to movers