Massachusetts Institute of Technology

Physics Reimbursement Form

The Physics Department provides this form for the requesting of spending for discretionary funds awarded to you.

Instructions: Please fill out the following form and submit an electronic copy to phys-finance@mit.edu along with a copy of your award letter.

Last: _____ **First:** _____ **MIT ID:** _____

Description of Purchase:

Expense	Vendor	Estimated Cost
	TOTAL:	

Please note that your combined estimated costs may not exceed your award total, and taxes will not be reimbursed. If actual purchases exceed this estimation, you will be responsible for covering the remaining balance.

Once this form has been approved, you may make your purchase and request a reimbursement through your Atlas portal. For travel / relocation and conferences, a report should be submitted in Concur. For all other expenses such as tablets, books, etc., you should utilize the Request for Payment (RFP) system and note taxes are not reimbursable. You **must** include this signed form with all receipts. If this form is not included in your receipt packet, we may not be able to process reimbursement.

NOTICE: The Office of the Vice President of Finance lists the following as non-allowed purchases: controlled drugs, firearms, ammunition, expenses at entertainment venues, alcohol, live animals, precious metals, and cash advances. If you choose to purchase any of these items and seek reimbursement, we will NOT be able to honor your request.

For departmental use only

Approved by: _____ **Date:**_____

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https://physics.mit.edu/