***OVC Buddy Lunch Reimbursement Guidelines***

***(For either in person or remote)***

***Below is the procedure for requesting reimbursement for OVC Buddy lunch Expense. Combined amount should NOT exceed $45.00.***

**Submitting a Receipt for Reimbursement**

New Hire Buddies may order lunch for themselves and their buddy and have it delivered to their respective homes.  The total cost for two lunches should not **exceed $45.00 amount**.

You **CANNOT** use an MIT credit card to place the orders.  You will need to pay using your own credit card and then request reimbursement for allowable expenses by following the steps outlined below:

**First**

* Go to [Atlas.mit.edu](http://atlas.mit.edu/)
* Click “Full Menu” on the left navigation
* Find the “Purchasing” folder
* Under “My Reimbursements,” select “Request a Reimbursement for Me”

**Next**

* Name this RFP: **"Reimbursement for OVC BUDDY lunch"** – there is limited spacing here so be concise.
* Date: Date of purchase on receipt
* G/L Account 421000​ for food
* Cost Object: **1740330**.
* Amount: enter in amount paid.
* Note to Central office: This can probably be blank
* Hit “Save and Continue” button

**Finally**

On next page, upload the itemized receipt as instructed.  Make sure you have an itemized receipt, and not just a credit card payment receipt.

Route the reimbursement request to Y-Chie Primo for approval.