



84 Massachusetts Avenue, Room W20-401, Cambridge, MA 02139  
 617.253.0190 • savoyards-request@MIT.EDU • <http://web.mit.edu/gsp/>

# Reimbursement Form

*Please read the instructions on the reverse. Incomplete forms will be rejected.*

MITG&SP Representative	
Name	
Position/Dept	
Event/Show	
Vendor	

Check Recipient	
Payable To	
MIT Address	
Check #	
Total Forms	

Item Description	Quantity	Unit Price	Total
Total			



# Reimbursement Form Instructions

You may seek reimbursement if your purchases have been authorized by one of the following people: 1) the Executive Committee 2) the Producer of a Show or 3) the Owner of a Budget. The "Owner of a Budget" is anyone who is in charge of a portion of a show budget. For example, the Set Designer is the owner of the Set budget and can give people permission to purchase things on his/her behalf.

Please note that MITG&SP cannot reimburse for sales tax.

Quick overview:

1. Make an authorized expenditure and keep the original store receipt.
2. Fill out a Reimbursement Form. Staple ONE receipt behind each form.
3. Show-related expenses: Give form(s) to the Owner of a Budget, who will then give it into the Producer. (This is to prevent people from spending from other people's budgets without their knowledge).
4. Non-show-related expenses: Give form(s) to the Treasurer.
5. The check will be available in the office for pick up or mailed (interdepartmentally) to you.

## Field Details

### MITG&SP Representative

- *Name*. The EC, Producer, or Owner of a Budget.
- *Position/Dept*. Title of the person listed in *Name* (e.g. President, Set Designer) and if it's a show-related expense, the name of their Budget (e.g. Sets).
- *Event/Show*. If there is a name for the activity, then include one (e.g. set build). Include the name of fall/IAP/spring/summer productions.
- *Vendor*. Name of the business you purchased supplies from.

### Check Recipient

- *Payable To*. The name of the person who spent the money.
- *MIT Address*. Checks can be mailed to MIT addresses via Interdepartmental Mail. If you want to pick up the check in the office, leave this section blank.
- Leave shaded areas blank.

### Itemization

- If the line items on the receipt are not immediately clear, fill out this section. This is definitely the case for people who purchase food or costume materials.