

DUSP will be enforcing MIT policies effective immediately.

At the time Travel and ProCards are issued, cardholders agree to observe all policies and procedures, guidelines and restrictions outlined by VPF and take the required training. Failure to comply with the policies (summarized below) will result in the following actions:

1st offense: we will inform you of the issue, and request your immediate action

2nd offense: you will be required to retake online training offered by the VPF for the ProCard or Travel card

3rd offense: your Travel card or ProCard will be cancelled; MIT purchases must be made using personal funds, and then reimbursed via the process outlined below.

Please see below for a summary of the policies concerning these transactions, and links to training and additional information. This information will also be posted on the DUSP resources website for your further reference. The timelines MIT requires for reporting are generous; we **STRONGLY** recommend that you submit all required reports and documentation within 7-10 days, well in advance of the MIT requirements, in order to avoid forgetting, or misplacing your documents.

ProCard

When you purchase something with a ProCard you have **21 days (including holidays and weekends)** to provide the following information to your card verifier:

- All proof of delivery/purchase documentation (i.e., packing slips, sales receipts) from the cardholder.
- Provide an itemized detailed receipt for all transactions.
- MIT is Tax Exempt; please provide proof of tax exemption at the time of purchase to avoid sales tax charges. Any sales tax that is charged **MUST** be refunded by the vendor. MIT's tax-exempt documentation can be found [here](#).
- A link to the ProCard Cardholder training is found in the Atlas Learning Center [Course Catalog](#); navigate to Financial Essentials > Procard Cardholder Online Training.
- Additionally, linked [here](#) are the guidelines and restrictions for using the ProCard.
- Non-Allowed Items for ProCard Purchases are listed [here](#).
- Note: If you need an exception to ProCard purchasing policies for special circumstances (e.g. exceeding the card limit for a special event, etc.), we will assist you in obtaining PRE-approval for the exception from the central office. All such exceptions **MUST** be pre-approved.

Travel Card and Travel Reimbursement

Travel must be expensed in a Concur **report within 30 days from the end date of the travel**, whether it is charged to an MIT travel card or on personal funds, to be reimbursed;

late processing results in 'delinquent travel reporting' and may result in approval for reimbursement not being granted, or loss of the Travel card. Concur reports are made via [Atlas.mit.edu](https://atlas.mit.edu) > General > Travel.

- A link to the Travel training is found in the Atlas Learning Center [Course Catalog](#); navigate to Financial Essentials > Travel Policies for the Traveler.

Reimbursement Requests (RFPs)

Requests for reimbursement for expenses charged to personal or other funds should be submitted **within 90 days**. Requests are made via [Atlas.mit.edu](https://atlas.mit.edu), > Purchasing > My Reimbursements. Please refer to the guidance below:

- Please note that any sales tax or other taxes will not be reimbursed by MIT
- RFPs should be used for non-travel related reimbursements (travel must be expensed using Concur)
- Before making your purchase and submitting your eRFP, please make sure you have approval from one of the following people:
 - Janine Marchese (neen610@mit.edu)
 - Peggy Bryan (mlbryan@mit.edu)
 - Esmeralda Barreiro (barreiro@mit.edu)
- You will be required to provide an itemized and dated receipt
- If the date of purchase is older than 90 days, you must provide further information as to why you were not able to submit the request
- HQ reserves the right to not approve a reimbursement for the following reasons:
 - Justification for late submission is not sufficient
 - Receipt does not provide sufficient level of detail
 - Business purpose is not appropriate or applicable

We are allowed to make exceptions to the policy for extenuating circumstances. However, this is not a guarantee that your purchase will be approved. Please note we have no automated means for checking if we have already reimbursed a particular charge. These policies are in line with MIT VPF and Audit, due to the high-risk level associated with older RFPs.