

Instructions for reconciling Summer-Fall 2020 expenses and completing the Spring 2021 Reimbursement application:

### **Summer-Fall 2020 Reconciliation**

1. Use the Summer-Fall 2020 Reconciliation Worksheet to reconcile your expenses. The basis for the reconciliation will be the worksheet from your Summer-Fall Reimbursement. We added a column for actual expenses and the form will automatically tabulate the difference. We have also included a section for income received (your GRA subsidy and other income should zero out).
2. You must use the Summer-Fall 2020 Reconciliation Worksheet provided - *do not submit your own worksheet or a pdf and do not alter the worksheet.*
3. Provide backup documentation for Summer-Fall 2020 expenses (e.g. invoices, receipts, accounting report/records)
4. You should carry over your expense difference (positive or negative) to use in your Spring 2021 Reimbursement calculation. A positive difference will be added to your Spring payment. A negative difference will be subtracted from your Spring payment - *you do not need to remit funds to MIT at this time.*
5. Send the completed Summer/Fall 2020 Reimbursement Worksheet and required documentation to Pam Gannon at [pmgannon@mit.edu](mailto:pmgannon@mit.edu) **by May 14, 2021**. We will let you know if we have any questions.

### **Spring Reimbursement Application**

1. Use the Spring 2021 Reimbursement worksheet to estimate your spring expenses.
2. Complete and sign the Spring FSILG Operating Expense Reimbursement Agreement, including the table on page 5 of the Agreement.
3. Send the completed Spring 2021 Reimbursement worksheet, signed Spring FSILG Operating Expense Reimbursement Agreement, and required documentation to Pam Gannon at [pmgannon@mit.edu](mailto:pmgannon@mit.edu) by May 14, 2021.

Note: FSILG Pilot houses will use a different Spring FSILG Operating Expense Reimbursement Agreement and worksheet, which will be sent to them separately.

### **The FINAL Spring 2021 Reimbursement application deadline is May 14, 2021.**

Reimbursements will be made on a rolling basis after documentation has passed review. Checks will be sent to the house corporation officer designated on the Spring FSILG Operating Expense Reimbursement Agreement. If you have extenuating circumstances and need to submit after the deadline, you must apply for an extension by contacting Pam Gannon.

### **The deadline for reconciliation of Spring 2021 funding is July 31, 2021.**

Each house corporation will be expected to provide a detailed accounting of expenses and offsetting income to MIT.

All forms can be found on the AILG web site at: <https://ailg.mit.edu/ailg-covid-19-updates>. For any questions or clarifications, please contact Pam Gannon, Director of FSILG Alumni Programs at [pmgannon@mit.edu](mailto:pmgannon@mit.edu).