

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 (attached). We have added a column for actual expenses and another column to tabulate the difference.
2. You must use the Summer-Fall 2020 Reconciliation Worksheet provided - *do not submit your own worksheet or a pdf.*
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 February 28, 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 (attached).
2. Complete and sign the Spring FSILG Operating Expense Reimbursement Agreement, including the table on page 5 of the Agreement (attached).
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 March 1, 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 Spring 2021 Reimbursement application deadline is March 1, 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 need an extension, contact 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.

For any questions or clarifications, please contact Pam Gannon, Director of FSILG Alumni Programs at [pmgannon@mit.edu](mailto:pmgannon@mit.edu).