

Connect by Chance Student-Planned Outing Guide

Signing Up

Any first-year student can participate in a CXC student-planned outing, regardless of whether they previously participated in a CXC event. Each student can participate in up to 5 outings during their first year. Visit <https://bit.ly/mitcxc> to sign up.

Once enough people sign up, you will be randomly assigned to a group of four students and receive an email with the names and email addresses of your groupmates. At that point, it will be up to you to plan an outing.

Outing Guidelines

MIT will reimburse up to \$30 per student per outing. We use the term “outing” loosely, as you may choose to do something on-campus or off-campus. We encourage you to get creative with your outing ideas, but be sure to follow MIT policies and applicable local laws or guidelines. Make sure all members of your group are comfortable participating in whatever activity you select.

A good choice of outing is something that allows the group to talk and get to know one another. You may find it helpful to review the [CXC Conversation Guide](#) before or during your outing. Outing ideas include going out to eat, hiking, kayaking, having a craft night or game night, visiting a local museum, ice skating, cooking/baking together, or attending a sporting event.

Getting Reimbursed

Depending on the outing you choose, you may want to be reimbursed for food, transportation, tickets, equipment rentals, or materials/supplies. Note that MIT will not reimburse taxes or alcohol purchases.

Ideally, one member of the group should pay for everything and request reimbursement. If this is not feasible, group members may request reimbursement individually. Note that in either case, reimbursement cannot exceed \$30 per student per event. Make sure you get itemized receipts (digital or physical) for all of your purchases.

When you're ready to get reimbursed:

1. Visit the Atlas website:
<https://atlas.mit.edu/atlas/Main.action?tab=home&sapSystemId=PS1>
2. Click on “My Reimbursements” and then “Request a Reimbursement for Me”
3. Fill out the required information

- a. Name this RFP: **CXC Student Outing** [Insert Activity]
 - b. Date of Service: [Insert date the outing occurred]
 - c. GL Account: [leave blank]
 - d. Cost Object: [leave blank]
 - e. Amount: [enter the total amount of money you spent]
 - f. Explanation: **CXC Outing** to [insert location and activity]. Students in attendance: [list all names, even if you are just getting reimbursed for your individual expenses]. [Write "Group" or "Individual"] reimbursement requested for [describe items purchased].
4. Attach receipt(s)
 5. Submit to Kate Weishaar (Search katew@mit.edu)
 6. Make sure you are either set up to receive reimbursement via direct deposit to your bank or that you have a current mailing address listed in Atlas where you can receive a check.

An example RFP (would require receipts for kayak rentals and snacks):

MIT

Request a Reimbursement (RFP)

Save & Continue

You have choices in the payment method MIT uses to reimburse you for out-of-pocket and travel expenses. To view your current settings, and change them if you wish, please go to [Atlas](#) and select "Reimbursement Preferences".

Reimbursement details

Payee	Katherine R. Weishaar
Charge to	MIT
Name this RFP	CXC Outing Kayaking

Line items

1.	* Date of Service	* G/L Account	* Cost Object	* Amount
	09/12/21			\$ 110
* Explanation				
CXC Outing to Paddle Boston to kayak on the Charles. Students in attendance: Tim Beaver, Timothy Beaverton, Timmy Beavs, Timber Beaverella. Group reimbursement <u>requested</u> for two double kayaks and snacks.				
Add Line				

Note to Central Office

Save & Continue



Need business help or technical support?
Review our [contact information](#) for assistance.