

## **TechCASH Refund Instructions**

These instructions are for students requesting their TechCASH balance be refunded to them. Pages 2 and 3 have instructions concerning direct deposit and mailing address for a paper check. The instructions for requesting your reimbursement start on page 4.

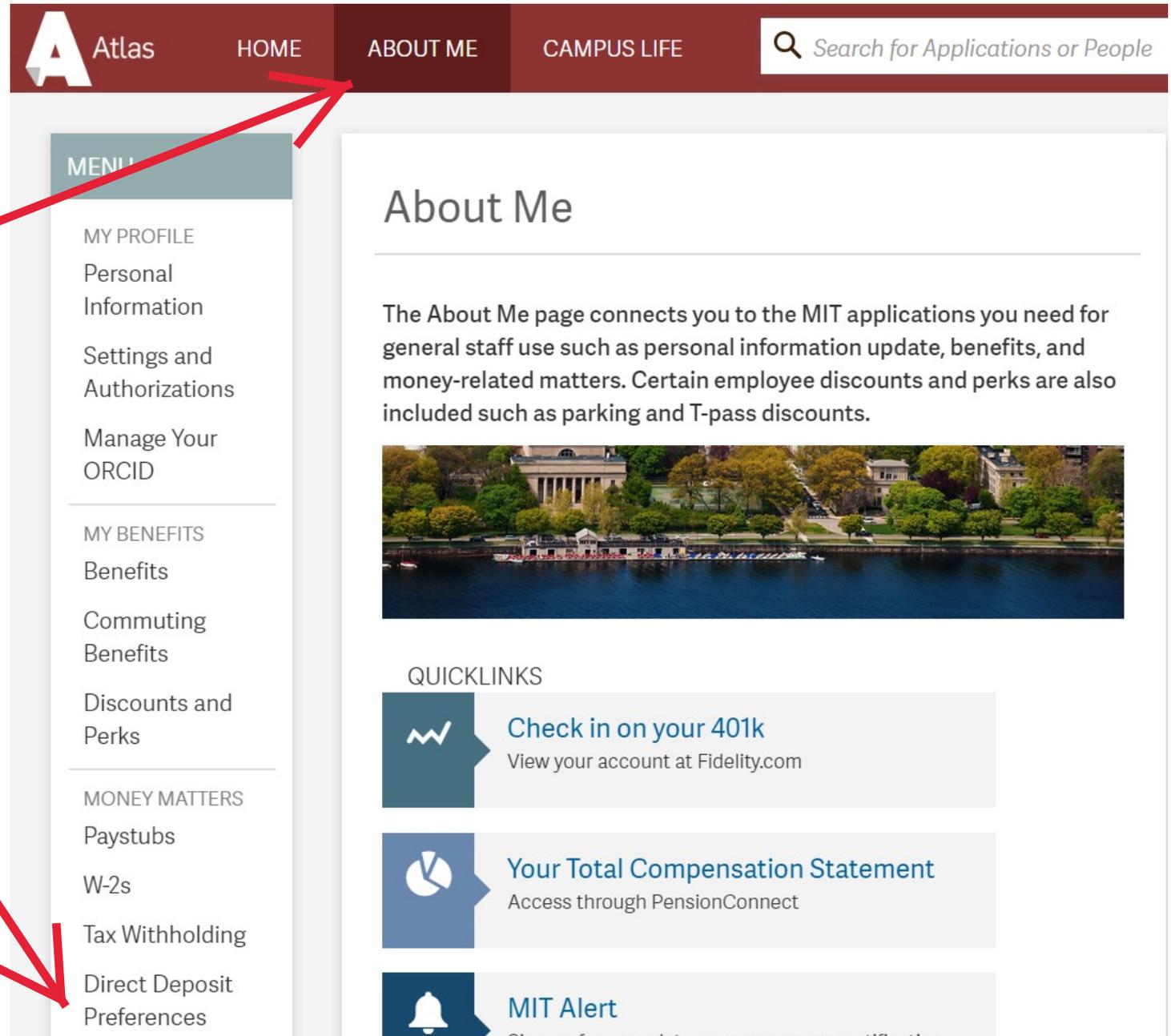
**Please allow up to three weeks for reimbursements to be processed.  
As MIT will be receiving high volumes of requests, we appreciate your patience.**

**For Direct Deposit Refunds (recommended)**

1. Log into Atlas – <http://atlas.mit.edu>

2. Click on “About Me” in the top right hand corner

3. Visit Direct Deposit Preferences to in the left hand menu to confirm bank account and routing information is correct



For refunds by check, confirm that your “Home Address” is correct in WebSIS by visiting <https://student.mit.edu/cgi-docs/sfprwups.html>



## Biographic and Emergency Records

-  [search](#)
-  [email](#)

Please review and update your information:

[Addresses and Phone Numbers](#)

[Personal Emergency Contact\(s\), Campus Notification \(MIT Alert\)](#)

[Name\(s\), Last School Attended, Birthdate, SSN, Citizenship](#)

[Optional Religious Affiliation](#)

[Request to Suppress Directory Information](#)

## TechCASH Refund Instructions

### Submit Your Reimbursement:

1. Log into Atlas – <http://atlas.mit.edu>
2. On the bottom hand of the left menu click “FULL MENU” (circled in blue)
  - a. On the filter box in the top right hand (circled in blue) type in “Request a reimbursement for me”
  - b. Click on “Request a Reimbursement for Me” (circled in blue)

The screenshot displays the Atlas web application interface. At the top, there is a dark red navigation bar with the 'Atlas' logo, navigation links for 'HOME', 'ABOUT ME', and 'CAMPUS LIFE', a search bar with the placeholder text 'Search for Applications or People', and user profile icons. On the left side, a 'MENU' sidebar is visible, listing various options such as 'Time and Vacation Entry', 'Buying', 'My Reimbursements', 'Service Requests', 'Learning Center', 'Event Planning', 'Event Approval Inbox', 'Reports for Student Groups', 'Travel', 'Manage Reimbursements (RFPs)', and 'Journal Vouchers'. The 'FULL MENU' option at the bottom of this sidebar is circled in blue, with a red '1' and an arrow pointing to it. The main content area is titled 'Full Menu' and features a 'Filter' input field containing the text 'Request a Reimbursement for Me', which is also circled in blue with a red '2' and an arrow. Below the filter, a 'Purchasing' category is expanded, showing two options: 'My Reimbursements' and 'Request a Reimbursement for Me'. The latter option is circled in blue with a red '3' and an arrow. At the bottom left, the MIT logo and 'Massachusetts Institute of Technology' text are present. At the bottom right, there are links for 'For Emergencies', 'Help Desk', 'About Atlas', and 'Follow MIT on:' followed by social media icons for Facebook, Twitter, Instagram, and YouTube.

# TechCASH Refund Instructions

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### 3. Fill in only the following information outlined below:

- a. **Name of the RFP:** Please type in "TechCASH Refund"
- b. **Date of Service:** Please type in todays date
- c. **Amount:** Check your current "Flex" balance on techcash.mit.edu and enter here.
- d. **Explanation:** Please type "TechCASH Refund" along with your MIT ID#. No other fields need to be filled out please ignore the rest.
- e. **Click "Save & Continue"** button on the bottom

## 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	<input type="text"/>
Charge to	MIT
Name this RFP	TechCASH Refund <b>A.</b>

← Your Name will be displayed here

### Line items

Type in todays date here

1.	* Date of Service	* G/L Account	* Cost Object	* Amount
	m/m/yyyy <b>B.</b>			\$ <b>C.</b>
* Explanation				
TechCASH Refund 999999999 <b>D.</b>				
<input type="button" value="Add Line"/>				

Type in the Flex balance shown on techcash.mit.edu

### Note to Central Office

Save & Continue

**E.**

## TechCASH Refund Instructions

### 4. Attach Receipts Screen

- a. Receipts are not necessary for TechCASH refunds. Click 'Cancel' on the Attach Receipt pop up box.
- b. Click "Send to" on the bottom of the screen

### Request a Reimbursement (RFP)

[Attach Receipt](#) [View Receipts](#) [Send to](#) [Save](#)

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

RFP Number	108108138
Payee	
Charge to	MIT
Name this RFP	TechCASH Refund

#### Line items

1.	* Date of Service	* G/L Account	* Cost Object	* A
	3/20/20			\$
* Explanation				
TechCASH Refund				

[Add Line](#)

#### Note to Central Office

[Attach Receipt](#) [View Receipts](#) [Send to](#) **B.** [Save](#)

### Attach Receipt to RFP 108108138

Choose file to attach:

[Choose File](#) No file chosen

jpg, txt, gif, pdf, png, tiff, or bmp under 2MB

**A.** [Cancel](#) [Attach](#)

## TechCASH Refund Instructions

### 5. Submit Reimbursement

- Under “Recipient’s Name” type in “Seblewongel Teshome”
- Wait until “Seblewongel Teshome” populates under the “Select Recipient” box.
- Click on “Send”.

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### Send To

Type in “Seblewongel Teshome”

[Return to RFP](#)

### Search for Recipient

\* Recipient's Name

### \* Select Recipient

Name (Kerb ID, Dept./Course)	Email
<input checked="" type="radio"/> Seblewongel Teshome (kackie,Dean for Student Life-Administration)	KACKIE@MIT.EDU

This information will then populate

### Note to Recipient

Your reimbursement has now been submitted. Again, please allow up to three weeks for reimbursements to be processed. As MIT will be receiving high volumes of requests, we appreciate your patience.



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