

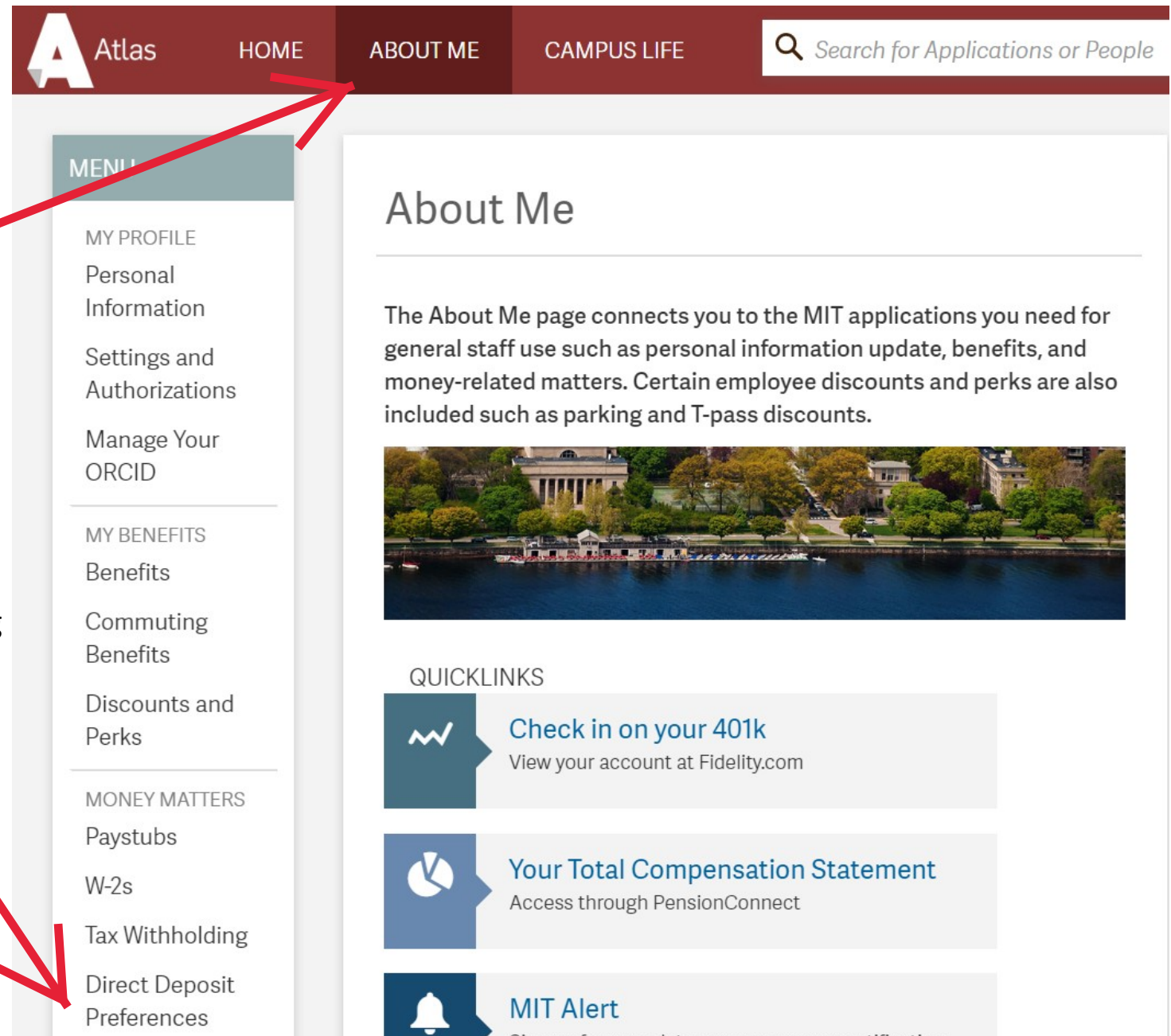
TechCASH Refund Instructions

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, a dark red header bar contains 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, with the 'FULL MENU' option circled in blue and labeled with a red '1'. The main content area is titled 'Full Menu' and features a 'Filter' box circled in blue and labeled with a red '2', containing the text 'Request a Reimbursement for Me'. Below the filter, a 'Purchasing' category is expanded, showing a list of options, with 'Request a Reimbursement for Me' circled in blue and labeled with a red '3'. The bottom of the page includes the MIT logo and name, and a footer with links for 'For Emergencies', 'Help Desk', 'About Atlas', and 'Follow MIT on:' followed by social media icons.

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MIT

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 today's 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 A.

← Your Name will be displayed here

Line items

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

Type in today's date here

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

Note to Central Office

<input type="text"/>

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](#) [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”.

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.

MIT

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



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