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.

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

3. Visit Direct Deposit Preferences 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

Please review and update your information:

Addresses and Phone Numbers

Personal Emergency Contact(s), Campus Notification (MIT Alert)

Name(s), Last School Attended, Birthday, SSN, Citizenship

Optional Religious Affiliation

Request to Suppress Directory Information
TechCASH Refund Instructions

Submit Your Reimbursement:

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)
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

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**TechCASH Refund Instructions**

**Request a Reimbursement (RFP)**

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:**
- **Charge to:** MIT
- **Name this RFP:** TechCASH Refund

**Line items**

1. **Date of Service:**
2. **G/L Account:**
3. **Cost Object:**
4. **Amount:**
5. **Explanation:**

   - Type in today's date here
   - Type in the Flex balance shown on techcash.mit.edu

**Note to Central Office**

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**Save & Continue**
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.
5. Submit Reimbursement

   a. Under “Recipient’s Name” type in “Seblewongel Teshome”

   b. Wait until “Seblewongel Teshome” populates under the “Select Recipient” box.

   c. 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.

Send To

Search for Recipient

Send

Note to Recipient

Need business help or technical support? Review our contact information for assistance.