

## COVID-19 Travel Reimbursement Instructions

Undergraduates are eligible to receive up to \$500 for re-imbursments to assist in their travel changes.

To qualify for a COVID-19 related student travel reimbursement you must be an undergraduate student and have moved out of your on-campus housing by on or before Saturday, March 15, 2020.

Reimbursement receipts must also be dated on or after March 10, 2020 and could include newly booked travel or change fees related to:

- Hotel
- Air
- Train
- Bus
- Rental car and/or ridesharing (Uber, Lyft and taxi) transportation
- Related baggage fees.

Proof of payment is required. Questions in this process may be directed to [covid-travel@mit.edu](mailto:covid-travel@mit.edu)

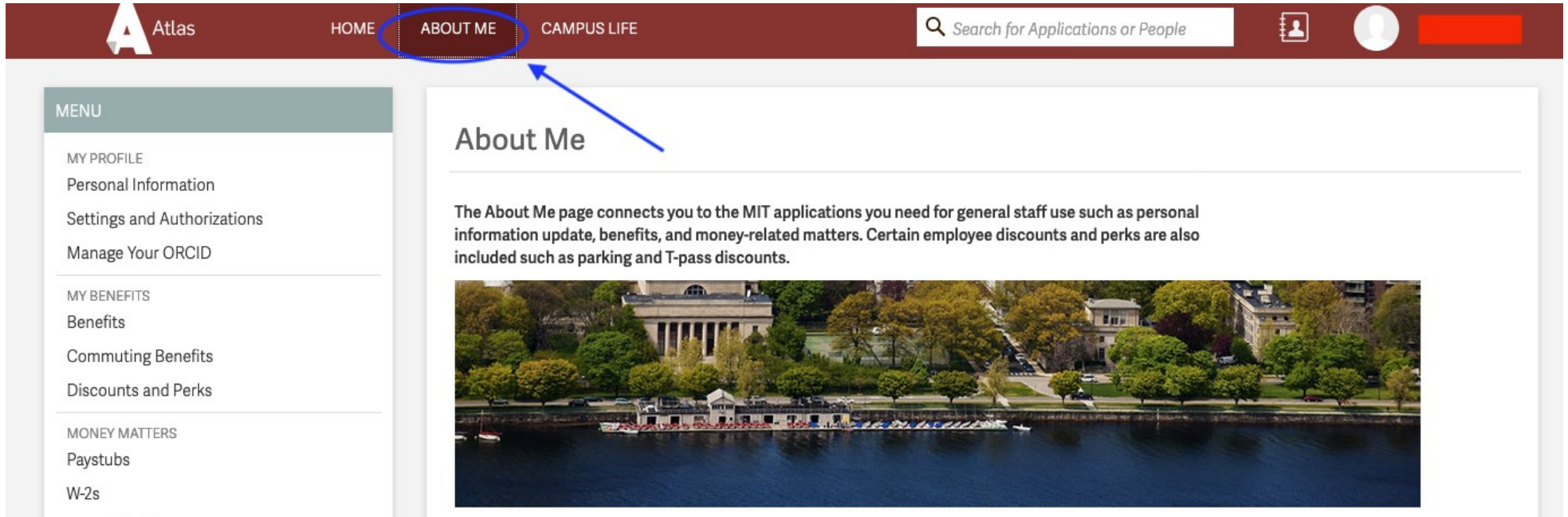
**Please allow up to three weeks for reimbursements to be processed.  
As MIT will be receiving high volumes of requests, we appreciate your patience.  
The deadline for submitting your reimbursement request is May 31, 2020.**

Please see steps to begin the process on page 2

## COVID-19 Travel Reimbursement Instructions

Verify your address or direct deposit information for reimbursement:

1. Log into Atlas – <http://atlas.mit.edu>
2. Click on “About Me” in the top right hand corner:



The screenshot displays the Atlas web application interface. At the top, a dark red navigation bar contains the 'Atlas' logo, 'HOME', 'ABOUT ME' (circled in blue with a blue arrow pointing to the 'About Me' page title below), and 'CAMPUS LIFE' links. To the right of these links is a search bar with the placeholder text 'Search for Applications or People' and two user profile icons. Below the navigation bar, a left-hand menu is visible, categorized into 'MY PROFILE', 'MY BENEFITS', and 'MONEY MATTERS'. The main content area is titled 'About Me' and contains a paragraph explaining that the page connects users to MIT applications for general staff use, such as personal information updates, benefits, and money-related matters. Below the text is a wide, horizontal photograph of a scenic view of the MIT campus, featuring a large building with a classical facade, lush green trees, and a body of water with a dock and boats in the foreground.

## COVID-19 Travel Reimbursement Instructions

### 3. Verify Information:

- If you wish to receive a check by mail, confirm that your “Home Address” is correct
- If you wish to receive a direct deposit, click on “Direct Deposit Preferences” on the left hand menu (circled in blue) to confirm bank account and routing information is correct

The screenshot displays the Atlas user 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, and user profile icons. On the left, a vertical menu lists various options under 'MENU', with 'Personal Information' circled in blue. The main content area shows a profile page titled 'Your Name Will Be Listed Here' with a 'Help Request Name Change' link. Below this, there are two sections: 'Home Address' and 'Directory Information'. The 'Home Address' section has an 'edit' link and contains a red warning message: 'Confirm Correct Address Here'. The 'Directory Information' section also has an 'edit' link and contains a 'Directory Name' field.

Instructions to submit Reimbursements are on the following page

## COVID-19 Travel Reimbursement 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 a list of items including 'My Reimbursements' and 'Request a Reimbursement for Me', the latter of which is circled in blue with a red '3' and an arrow. The bottom of the page includes the MIT logo and name, and a footer with links for 'For Emergencies', 'Help Desk', 'About Atlas', and social media icons for Facebook, Twitter, Instagram, and YouTube.

# COVID-19 Travel Reimbursement Instructions

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

- a. **Name of the RFP:** Please type in "COVID-19: Travel"
- b. **Date of Service:** Please type in "03/13/2020"
- c. **Amount:** Total sum of all receipts
- d. **Explanation:** Please type in "COVID-19: Travel Reimbursements"
- e. **No other fields need to be filled out** please ignore the rest.
- f. 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	-----
Charge to	MIT
Name this RFP	COVID-19: Travel

← Your Name Will Be Displayed Here

### Line items

Type in: 03/13/2020

1.	* Date of Service	* G/L Account	* Cost Object	* Amount
	03/13/2020			\$
* Explanation				
COVID-19: Travel Reimbursement				
Type in this specific text here.				
<a href="#">Add Line</a>				

← Type in total sum of receipts here

### Note to Central Office

[Save & Continue](#)

← Then click here

## COVID-19 Travel Reimbursement Instructions

### 4. Attach Required Receipts

- Each receipt must be uploaded individually in this screen.
- Click "Browse" (1) and locate receipt file (**should be in a PDF format**)
- Click "Attach" (2)
- If you have multiple receipts, on the bottom hand corner click "Attach Receipt" (3) and repeat steps for each individual receipt
- When finished, click "Send to" (4) on the bottom of the screen

The screenshot shows the MIT Request a Reimbursement (RFP) interface. At the top, it says "MIT" and "Request a Reimbursement (RFP)". A status bar indicates "Document 108092956 CUR was parked". Below this are buttons for "Attach Receipt", "View Receipts", and "Send to", along with a "Save" link. A message states: "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'".

The "Reimbursement details" section includes a table with the following information:

RFP Number	108092956
Payee	
Charge to	MIT
Name this RFP	COVID-19: Travel

The "Line items" section contains a table with one entry:

1.	* Date of Service	* G/L Account	* Cost Object	* Amount
	3/13/20			\$ 1.00

Below the table is an "Explanation" field containing "COVID-19: Travel Reimbursement" and an "Add Line" button.

The "Note to Central Office" section has a text area with "Optional step 3 (if more receipts)" and an arrow pointing to the "Attach Receipt" button. Below this are buttons for "Attach Receipt", "View Receipts", and "Send to", with a "Save" link.

An overlay window titled "Attach Receipt to RFP 108092956" is shown on the right. It contains a "Choose file to attach:" label, a "Browse..." button (circled in blue and labeled "Step 1"), and a "No file selected." message. Below this is a list of supported file types: "jpg, txt, gif, pdf, png, tiff, or bmp under 2MB". At the bottom of the overlay are "Cancel" and "Attach" buttons, with the "Attach" button circled in blue and labeled "Step 2".

At the bottom of the main interface, there is a footer with the MIT logo and the text: "Need business help or technical support? Review our [contact information](#) for assistance."

## COVID-19 Travel Reimbursement Instructions

### 5. Submit Reimbursement

- a. Under “Recipient’s Name” type in “Student Activities Office”.
- b. Wait until “Student Activities Office” 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.

MIT

### Send To

Type in “Student Activities Office”

[Return to RFP](#)

### Search for Recipient

\* Recipient's Name

### \* Select Recipient

Name (Kerb ID, Dept./Course)	Email
<input checked="" type="radio"/> Student Activities Office ( Student Activities Office)	

This information will then populate

### Note to Recipient

Click here after the “Student Activities Office” populates under the “Select Recipients” box



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