COVID-19 Travel Reimbursement Instructions

Undergraduates are eligible to receive up to $500 for re-imbursements 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

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:

2. Click on “About Me” in the top right hand corner:
COVID-19 Travel Reimbursement Instructions

3. Verify Information:
   a. If you wish to receive a check by mail, confirm that your “Home Address” is correct
   b. 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

Instructions to submit Reimbursements are on the following page
COVID-19 Travel Reimbursement 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)
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)

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**

<table>
<thead>
<tr>
<th>Payee</th>
<th>MIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charge to</td>
<td></td>
</tr>
<tr>
<td>Name this RFP</td>
<td>COVID-19: Travel</td>
</tr>
</tbody>
</table>

**Line items**

<table>
<thead>
<tr>
<th>Date of Service</th>
<th>G/L Account</th>
<th>Cost Object</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/13/2020</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Explanation**

COVID-19: Travel Reimbursement!

**Note to Central Office**

Save & Continue

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