MIT Massachusetts Institute of Technology

Request for Reimbursement Payments by Check

(Campus employees and students only)

Employee/Student Information

Last Name _____ First Name _____ M.I. _____

Work Phone _____

MIT ID# _____ MIT E-mail _____

I wish to receive reimbursements from MIT for travel and out-of-pocket expenses via check, mailed to the following address, instead of via direct deposit to my bank account.

☐ Primary office address

☐ Home address

Please note: Checks will be mailed to the home or office address on file with HR/Payroll. Please verify that your address is correct by visiting the Personal Information tab in SAPweb Employee Self Service (ESS) and updating if necessary – http://web.mit.edu/sapwebss/PS1/persinfo_home.shtml.

Signature _____ Date _____

Please return the completed form to:
MIT, 77 Massachusetts Ave., HR/Payroll, NE49-3131, Cambridge, MA 02139-4307