



Office of the Vice President for Finance

## **Authorization for Payroll Deduction for Personal Expenses on MIT Travel Card**

**I authorize MIT HR/Payroll to make a one-time deduction from my pay to reimburse MIT for personal expenses charged to my MIT Travel Card.**

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

MIT ID # (9 digits): \_\_\_\_\_

Deduction Amount: \$\_\_\_\_\_

Report Key # TR\_\_\_\_\_

You can find the amount owed to MIT on the bottom of your expense report in Concur as “Amount Due Company.” This figure is also shown on the Report Totals/Details.

If you need help locating any of this information, or have questions about this process, please contact [travelsupport@mit.edu](mailto:travelsupport@mit.edu).