

MBTA 5-Day Flex Pass and MIT subsidy

December 2021 update

The 5-Day Flex Pass was introduced by the MBTA during the pandemic to accommodate evolving work schedules. It is available exclusively on the MBTA's mTicket mobile app and enables five days of commuter rail travel at any time during a 30-day period, discounted 10% compared with five round-trip tickets.

For benefits-eligible Cambridge-based employees, MIT will subsidize 60% of the cost of an MBTA Commuter Rail 5-Day Flex Pass from January through March 2022. The MBTA is offering this program through March 15, 2022.



Participants who have an [MIT-subsidized monthly MBTA pass](#) will need to cancel the monthly pass before purchasing a Flex Pass in order to be eligible for Flex Pass reimbursement. See more information below.

Purchasing and using a 5-Day Flex Pass

Download the [MBTA mTicket app](#), go to Buy Tickets, and select your origin and destination commuter rail stations. The 5-Day Flex Pass will appear in the list of ticket options. Note that the Flex Pass is the **only** ticket option on the mTicket app eligible for reimbursement through MIT.

- When you purchase a 5-Day Flex Pass on the app, five 24-hour commuter rail passes will be loaded into your Ticket Wallet on the app (note that all five passes are for travel between the same origin and destination stations).
- The cost of a Flex Pass varies by zone (based on origin and destination stations).
- To use a 24-hour pass, open the Ticket Wallet, choose a pass, and activate it; show the resulting QR code to the conductor.
- These passes can be used for any 24-hour period within 30 days of purchase.
- Each pass expires 24 hours after activation; unused passes expire at the end of the 30-day period.

Note that the commuter rail passes in the Flex Pass cannot be transferred to any other mode of travel. Unlike the subsidized monthly MBTA pass, the Flex Pass is not valid for the subway or bus. Participants can use the [Access MIT Pass](#) embedded in their MIT ID cards for subway and local bus travel. If you routinely purchase a monthly MBTA pass through MIT, the Access MIT chip in your card has been disabled, and you will need a new ID card to access the subway/bus benefit; see more information below.

How to obtain MIT's 60% subsidy via reimbursement

From January 1 to the end of March 2022, MIT will subsidize (through reimbursement) 60% of the 5-Day Flex Pass cost. To obtain this reimbursement:

- Save/download the Flex Pass purchase receipt on your computer or device.
- Visit the **Transit/Parking Reimbursement page** on the [Atlas website](#); go to About Me/Commuting Benefits, scroll down to the Transit/Parking Reimbursement section, and click on Submit an Expense (or Manage Account/Add Expense, if you've submitted expenses in the past).
- On the Transit/Parking Reimbursement page, use the **Transit Expenses section** and enter "5-Day Flex Pass" as the Transit Company Name.
- Enter the cost of your Flex Pass (this varies by zone), and Atlas will calculate the 60% discount and display the result, which is the amount of your reimbursement.
- Browse the files on your computer or device to locate and upload your receipt to the Attach Receipt(s) section. Save and exit or – if you have added all of your receipts for the month – click the submit button.

Reimbursement caps

- Note that Transit/Parking reimbursements are capped at \$255/month. For participants who use the Access MIT Pass for bus and/or subway travel, the cap is set at \$165/month to reflect the amount of this benefit (\$90).
- If a participant also seeks reimbursement for private transit travel that month, the reimbursement cap will be applied to both the Flex Pass and the private transit travel, and the reimbursement amount will not exceed \$255/\$165 in total.

Instructions for MBTA monthly pass holders

If you have an MIT-subsidized monthly MBTA pass and you want to participate in the reimbursement program for a 5-Day Flex Pass:

- Before purchasing a Flex Pass, access your account on the [Atlas website](#) and cancel your monthly pass.
- Important note: The Flex Pass, unlike the monthly T-pass, is valid for commuter rail only. If you to use the Access MIT chip in your ID card for subway and/or local bus travel in conjunction with a Flex Pass, you may need a new MIT ID card (because the chip in your card is disabled if you participate in the monthly pass program). Note that if you suspend your monthly pass rather than canceling it, this entails a \$25 cost for a new ID card with a functioning chip; if you cancel the pass, there is no cost for the new ID card.
- Confirm your mailing address on Atlas and provide your mailing address to atlascenter@mit.edu if the new ID should be mailed to you.
- If you seek reimbursement for a Flex Pass but have not canceled your monthly MBTA pass, the Parking & Transportation Office will notify you that you are not eligible for Flex Pass reimbursement.
- Once the program concludes (or if you want to return to using a monthly MBTA pass instead of the Flex Pass), you can sign up again for the monthly pass through Atlas. Note that the Parking & Transportation Office will disable the Access MIT chip in your MIT ID card at that point, since subway and bus travel are included in the monthly MBTA pass.