
Bluebikes Membership Benefit for Unpaid Postdoctoral Fellows or Research Fellows

MIT's Bluebikes benefit is available to unpaid Postdoctoral Fellows* and Research Fellows only if the Fellow's department reimburses MIT for MIT's \$35 annual subsidy payment before the Fellow signs up as a member. (The Fellow will then be charged an additional discounted fee of \$35 by Bluebikes.) The subsidy reimbursement must be paid to the Parking & Transportation Office through a journal voucher.

After one year, the subsidized membership will end, and the Fellow must reapply through the same process if he or she wants to use Bluebikes for another year.

*A Postdoctoral Fellow whose fellowship is paid directly through the sponsoring agency and who does not receive any part of their funding from MIT is considered "unpaid" by MIT.

Step 1: Postdoc Fellow or Research Fellow requests Bluebikes subsidy through their DLC Parking Coordinator or Administrator in the DLC.

Step 2: DLC confirms that they will pay the \$35.00 annual subsidy.

Step 3: DLC creates Journal Voucher for the \$35.00 annual subsidy to the Parking & Transportation Office to cost object 1693803 and G/L 801046. (Note the Fellow's name on the Journal Voucher.)

Step 4: When the JV is created, DLC emails Robynn Cruz-Walker (rcruz@mit.edu) with the subject line: Bluebikes. Message content: This is to notify you that JV # [provide #] has been created for the following Postdoctoral (or Research) Fellow [provide the name].

Step 5: Once the JV is processed and the funds have been received by the Parking & Transportation Office, the Postdoc Fellow or Research Fellow may sign up as a new member through the process outlined on the Parking & Transportation website at this link:

<http://web.mit.edu/facilities/transportation/bicycling.html>

Please note that an MIT certificate is required to sign up for a Bluebikes membership.

