Hubway Bike Share Membership Benefit

For Employees and Students (Includes Postdoctoral Associates and Postdoctoral Fellows receiving some MIT funding)

Please go to the following website for more information about this benefit:
http://web.mit.edu/facilities/transportation/bicycling.html

For Affiliates (Unpaid Postdoctoral Fellows* or Research Fellows)

Hubway is available to unpaid Postdoctoral Fellows* and Research Fellows only if the Department pays the cost of the MIT $25 annual subsidy prior to the Fellow signing up online for membership. (The fellow will then be charged an additional $25 by Hubway, a reduced fee.)

The cost for the subsidy must be paid to the Parking and Transportation Office through a journal voucher.

*Postdoctoral Fellows whose fellowship is paid directly through the sponsoring agency and who do not receive any part of their funding from MIT.

Process for Hubway Membership for PD Fellows* and Research Fellows

**Step 1:** PD Fellow or Research Fellow requests Hubway subsidy through their DLC Parking Coordinator or Administrator in the DLC.

**Step 2:** Department determines whether they can pay the $25.00 annual subsidy.

**Step 3:** If yes, DLC creates Journal Voucher for the $25.00 annual subsidy to the Parking and Transportation Office to cost object 1693803 and G/L 801046. (Note the Fellow (s) name on the Journal Voucher)

**Step 4:** Once Journal Voucher is processed and the funds have been received by the Parking & Transportation Office, the PD Fellow or Research Fellow may sign up as a new member through the process outlined on the Parking and Transportation website at this link:
http://web.mit.edu/facilities/transportation/bicycling.html
Please note an MIT certificate is required to sign up.