Hubway Bike Share Membership Benefit

1) 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](http://web.mit.edu/facilities/transportation/bicycling.html)

2) 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: When the JV is created, email Robynn Cruz-Walker (rcruz@mit.edu) with the subject line: Hubway. 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 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](http://web.mit.edu/facilities/transportation/bicycling.html)

Please note an MIT certificate is required to sign up.