

## SWE National Membership

MITSWE members are eligible for half-off of their national dues (includes new members and renewal memberships).

- One year collegiate membership is \$20
- College to Career Membership is \$50 (includes all years you are in college and one year after you graduate)
- Joint memberships with NSBE, SHPE, etc -- Please visit [swe.org](https://swe.org) for more information.

## Reimbursement Process

It is best to set up a direct deposit beforehand if have not already:

### How to Setup Direct Deposit

If you do not have direct deposit set up, your reimbursement will be mailed to your PERMANENT (home/family) address. This address will be taken from your official MIT records.

- 1) Copy email with subject "Purchase Receipt (and Webinar Replay Directions)" into a word document. Save this as a pdf (for uploading later) and also print a copy (for turning in.)
- 2) Go to [atlas.mit.edu](https://atlas.mit.edu)
- 3) Click on "My Reimbursements" on the left menu.
- 4) Click on "Request a Reimbursement for Me"
  - a. Enter your name as Payee
  - b. Charge to: MIT
  - c. Name this RFP: SWE National Membership – [Name]
  - d. Enter date you signed up for SWE (not date filling out form)
  - e. G/L Account: select 421586 (Membership & Dues)
  - f. Cost object: 2535400
  - g. Amount: This is half of what you paid (\$25 for Collegiate to Career, \$10 for one year collegiate)

- h. Explanation: "This is my SWE new member reimbursement request for 50% of the national SWE fee, as offered by MIT SWE."
  - i. Click "Continue"
- 5) Click on "Save & Continue".
- 6) You will be prompted to attach a receipt (jpg, txt, gif, pdf, png, tiff, or bmp under 2MB). Please attach a PDF of the email you received from National SWE with your Purchase Receipt.
- 7) Once finished, click on "Send to" and send to the treasurer, Priscilla Wong (pywong@mit.edu). Questions? Email [swe-treasurer@mit.edu](mailto:swe-treasurer@mit.edu)