



## CITY OF LOS ANGELES EMPLOYEE TRANSIT SUBSIDY REIMBURSEMENT

**Submit to:**  
**Personnel Department/Employee Benefits Division**  
**City Hall, Mail Stop 621**  
**200 North Spring Street Room 867**  
**Los Angeles CA 90012**

(Fill in and print out this form. Submit this form with your original signature and proof (s) of transit.)

### EMPLOYEE INFORMATION - ALL SPACES MUST BE COMPLETED

Last Name	First Name	Middle Initial
Employee ID Number - Required	Work Telephone	Mail Stop - Required
Classification (Class Title)		Class Code
Department		Department Number
Work Address (Number, Street and Zip or City Building and Room Number)		
Home Address (Number, Street, City and Zip)		

### REIMBURSEMENT REQUEST

<i>The attached was purchased by me, exclusively for my personal use, for commuting to and from work during the</i> month of _____ and the year of _____.	
Transit Operator (MTA, Metrolink, Foothill Transit, etc.)	
Exact Amount Paid	Have you attached the acceptable documentation? Refer to #6 of the Reimbursement Rules and Procedures on the reverse of this form for types of acceptable documentation.  <div style="text-align: center;"> <input type="checkbox"/> Yes                      <input type="checkbox"/> No         </div>
Do you have a City individual or carpool parking permit, mileage permit, or are you a member of a City Vanpool? _____ If <b>YES</b> , you are not eligible to receive employee transit subsidy reimbursement.	
Employee Signature Required - <i>Original Only (signature verifies that you have read and agree to abide by the rules and policies of this program).</i>	Date
<b>FOR INFORMATION ABOUT THE TRANSIT SUBSIDY REIMBURSEMENT PROGRAM OR OTHER COMMUTE OPTIONS AVAILABLE TO CITY EMPLOYEES, PLEASE CALL THE COMMUTE OPTIONS AND PARKING STAFF AT (213) 978-1655.</b>	

**PLEASE ATTACH ORIGINAL PROOF OF TRANSIT RIDERSHIP TO THE BACK OF THIS FORM**

**NOTE: SUPERVISOR'S SIGNATURE IS NO LONGER REQUIRED.**

## TRANSIT SUBSIDY

The City's Employee Ridesharing Program includes an offer of a nontaxable monthly subsidy of up to \$50 per month to City employees who commute to work via public transit (bus, commuter train or light rail). The Employee Benefits Division, Commute Options and Parking Section may have some route, fare and schedule information available.

### REIMBURSEMENT REQUEST RULES AND PROCEDURES

1. Employees may be reimbursed for their transit commuting expense up to \$50 per month. Should the expense be less than \$50, the reimbursement will be for the amount for which proof of ridership has been submitted.
2. The monthly deadline for submission of the current month's request is the tenth working day into the following month (excludes Saturdays, Sundays, and holidays). Requests received after the 10<sup>th</sup> working day will NOT be processed with that month's reimbursements. Any late submissions will be processed in accordance to the "**ONE TIME ONLY**" policy. This policy allows the employee a one-time opportunity for a late submittal and processing of your reimbursement claim form.
3. Employees with City parking passes (individual, carpool, or vanpool parking) or other transportation benefit(s) such as a vanpool or home-garaged vehicle may not receive a transit subsidy as well.
4. The signature required (employee) must be original and other information requested must be properly, completely, and legibly supplied.
5. Requests are accepted only on this form and must be mailed or personally delivered to the Employee Benefits Division office, City Hall, Room 867. Mail Stop is 621. US Mail address is:

**Employee Benefits Division/Commute Options and Parking Section  
City Hall Room 867  
200 North Spring Street  
Los Angeles, CA 90012**

6. **Original** proof of transit use must be attached to the request form. **Reimbursement request will not be processed without proof of transit.** Any of the following is acceptable documentation:
  - a) Original, monthly transit pass, signed by the user. Original Metrolink ten-trip tickets are reimbursed for trips taken during the transit month requested.
  - b) Plastic token wrapper, original transit punch card signed by the user, Dash ticket book covers, or similar transit documentation must be submitted **with original receipt for purchase\***, signed by user. NOTE: \* **Original receipt must specify amount spent, date of purchase must be during the transit month requested, and merchant from whom the purchase was made.**
  - c) Metro cards (rechargeable) or other agency rechargeable transit pass - **copy back of card and submit with original receipt** containing the information specified in 6b.
  - d) Signed, punched and dated passes or transfers, along with transit agency fare schedule (only in those situations where the transit system offers no other receipts or other evidence of ridership); or,
  - e) Original sticker for the month to be reimbursed (for seniors and students only). Attach to form and initial.

Any requests for exceptions to the above must be made prior to the monthly 10th working-day deadline.

7. Transit subsidy payments occur on the first payday of the month following the submission deadline (refer to Rule 2 above), and are paid via regular payroll. For example, reimbursement requests for an October pass must be submitted in the first ten (10) working days of November and would be paid on the first payday in December. The reimbursement appears in the area of the paycheck stub headed "Included in Amount Due" and on the Direct Deposit Notice in the "Earnings and Other Compensation" column.
8. Abuse of the transit subsidy rideshare incentive will result in disciplinary action.
9. Random audits of transit subsidy reimbursement requests will be conducted. Transit Subsidy Reimbursement Request Rules are subject to periodic updates and clarifications.

**Employees with questions may contact the Commute Options and Parking Section at (213) 978-1655.**