



HU/HUCTW TRANSPORTATION FUND



APPLICATION FORM

Read entire Application Guidelines section before filling out this form. Entire form must be completed.

Harvard ID#: Department: _____

Name: First _____ MI _____ Last _____

Email Address: _____ Daytime Phone #: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Date of Hire/Appointment: _____ / _____ / _____ Years of Service: _____

1. Application Cycle January–June July–December Other: _____
2. Type of Expense: *(please check all that apply)*
 - MBTA Commuter Rail Pass for zone 5 and above
 - Parking in an MBTA garage
 - Parking in the Longwood-Medical Area
 - Commuting via a private commuter bus line
 - Commuting via a private non-MBTA train
 - Other (please explain) _____
3. Monthly cost of commute: _____
4. Total cost of commute for this application cycle: _____

_____ Signature of Staff Member	_____ Date
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In order for this application to be complete you must attach:

- 1) A one page detailed description of your commuting expenses which includes the following information:
 - a) Your method of commuting to the University. If your commute involves more than one mode of transportation please, specify this as well.
 - b) If you are taking public transportation, explain your commuting route. Please provide the beginning and end points of your commute. If you are parking, state which facility you are using.
 - c) Provide a breakdown of how much you pay monthly. Also state how much your expenses are in total for the six month application cycle.
- 2) Receipt of payment or similar documentation. (Copies of boarding passes and tickets count as proof of payment. For expenses related to a commuter rail pass for Zone 5 or above, you may also print out pay stubs from Peoplesoft showing how much is being subtracted for the pass on a monthly basis, or print out an Order History from the Commuter Choice website. If for any reason you cannot provide receipts proving your commuting expenses, please explain your situation in your detailed description.