



HU/HUCTW TRANSPORTATION FUND



Application Guidelines

During negotiations for the 2007-2010 Agreement, the University and HUCTW created the Joint Harvard-HUCTW Transportation Fund, which provides assistance with significant commuting and/or parking costs and attempts to equalize commuting costs among members in different areas of the University.

Eligibility

The following criteria must be met in order to receive assistance from the Transportation Fund:

- 1) One must be a part of the HUCTW bargaining unit; and
- 2) One must incur non-subsidized expenses higher than **\$120** per month or **\$1,440** per fiscal year associated with commuting to Harvard University. These expenses may include but are not limited to: purchasing MBTA Commuter Rail passes for zone 5 and above, parking at MBTA garages, parking in the Longwood-Medical Area, commuting via a private commuter bus line or a non-MBTA train.

Expenses incurred parking in a Cambridge garage owned by Harvard University, purchasing a T-pass for zones below zone 5 and for gasoline/tolls/wear of a privately owned vehicle are **not eligible** for reimbursement.

Application Procedure

Please fill out the entire application form.

In addition to the form, the application **must include** the following information to be considered complete:

- 1) A one page detailed description of commuting expenses, which must include the following information:
 - a) Your method of commuting to the University. If your commute involves more than one mode of transportation, specify.
 - b) For public transportation, provide the beginning and end points of commute. If you park, indicate which facility you use.
 - c) Provide a breakdown of your monthly commuting costs as well as a total amount for the six month period.
- 2) Receipt of payment or similar documentation:
 - a) Copies of boarding passes and tickets count as proof of payment.
 - b) For commuter rail pass Zone 5 or above, you may use your PeopleSoft pay records as proof of payment or print an "Order History" from the Commuter Choice website:
*Visit: www.commuterchoice.harvard.edu
On the left hand side of the page go to: "Online Tools" → "Buy MBTA Pass Online"
You will be asked for your HUID and PIN and will be taken to the Transportation Benefits Online Ordering Platform. Once on this page, you will see a link for your "Ordering History" on the left hand side. Please print this page and attach it to your application*
 - c) If you are unable to provide receipts documenting your commuting expenses, please explain why in your detailed description.
- 3) All materials can be submitted via mail, email or fax to:

Transportation Fund Committee
HUCTW, 15 Mt. Auburn St, Cambridge, MA 02138.
huctw.transportation@huctw.org
Fax: 617-661-9617
- 4) Soon after the application deadline, an email will be sent to your Harvard email account confirming receipt of your application. If you do not receive an email from the Transportation Fund within a month of the application deadline, please contact us to ensure we have received your application.

FY 2013-2014 Application Deadlines:

July—December deadline: January 15, 2014

Covers expenses incurred between July 1-December 31, 2013

January—June deadline: July 15, 2014

Covers expenses incurred between January 1-June 30, 2014

Selection Process and Amount of Awards

After each application deadline, all applications will be reviewed by a joint committee composed of HUCTW and University representatives. Based on the amount of available funding and transportation costs reported by all eligible applicants, the joint committee will determine a fair percentage of costs to be awarded. Every eligible applicant will then receive an award at that percentage of their costs. Awards will cover only a portion of the transportation costs for each applicant. Awards are treated as extra compensation, and are subjected to tax withholding. Please note that the tax withholding rate for extra compensation is approximately 40%.

Award Notification

All applicants will be notified in writing of whether or not they have received an award, and if so, the amount of the award. Notification will be emailed as soon as the joint committee has made its determination of the award.

Payment of the Award

Awards are delivered in your paycheck. After receipt of an Award Notification, the award will appear in a subsequent paycheck.