



City of Los Angeles

Bike/Walk Subsidy Reimbursement Request

EMPLOYEE INFORMATION -- All Spaces Must be Completed Check One: Bike Walk

Last Name:		First Name:		Middle Initial:	Employee ID Number (REQUIRED):
Department Name:		Department No.:	Classification (Class Title):		Email:
***Work Address (Number, Street, and Zip or City Building and Room Number):				Mail Stop:	Work Phone:
Home Address (Number, Street, City, and Zip):					Home Phone:

MONTHLY COMMUTE SUMMARY FOR THE MONTH / YEAR OF: _____

Date	Miles Biked/Walked	Total Miles	Date	Miles Biked/Walked	Total Miles	Date	Miles Biked/Walked	Total Miles	Date	Miles Biked/Walked	Total Miles	Date	Miles Biked/Walked	Total Miles	Date	Miles Biked/Walked	Total Miles
1			7			13			19			25			31		
2			8			14			20			26					
3			9			15			21			27					
4			10			16			22			28					
5			11			17			23			29					
6			12			18			24			30					

Include all round-trip commute miles in the "Total Miles" column above, regardless of the type of transportation used. For commute miles not biked or walked, please indicate in the "Miles Biked/Walked" column by code the type of transportation used: Car (A), Motorcycle (B), Public Transit (C). If you did not report to work, please use (D). All days must be accounted for.

No. of Days Biked/Walked this Month:	Total Monthly Miles Biked/Walked:	Total Monthly Commute Miles:	% of Total Miles Biked/Walked:
--------------------------------------	-----------------------------------	------------------------------	--------------------------------

Do you have a City employee parking permit or a home-garaged City vehicle? (If yes, you are not eligible to receive Bike/Walk Subsidy.) <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you currently in a City Vanpool or receiving Transit Subsidy Reimbursement? (If yes, you are not eligible to receive Bike/Walk Subsidy.) <input type="checkbox"/> Yes <input type="checkbox"/> No
--	---

Employee Signature -- ORIGINAL ONLY (REQUIRED -- Signature verifies that employee has read and does agree to abide by the Rules & Procedures of this program.) X

SUPERVISOR / DTC VERIFICATION

I hereby state that, to the best of my knowledge the above employee commutes by bicycle or on foot at least 51% of his/her commute miles.

Supervisor's Signature -- ORIGINAL ONLY (REQUIRED)	Work Phone:	Date:
Dept. Transportation Coord. Signature -- ORIGINAL ONLY	Work Phone:	Date:

Return Form to:
Employee Benefits Division, Commute Options & Parking Section
Room 867, City Hall, Mail Stop 621
200 N. Spring Street, Los Angeles, CA 90012

For information about the Bike/Walk Subsidy Program or other commute options available to City employees, please call the Commute Options & Parking staff at (213) 978-1634.

*****Worksite must be one of 34 regulated worksites listed on the reverse side of this form.**

Bike/Walk Subsidy

The City's Employee Ridesharing Program includes an offer of a monthly subsidy of \$50.00 per month to City employees who commute from home to work via bicycling or walking to one of 34 regulated worksites (listed below). The Employee Benefits Office, Commute Options & Parking Section, can also assist employees with route information and planning.

Reimbursement Request Rules and Procedures

1. Employees may be reimbursed for their bicycling/walking expenses at the rate of \$50.00 per month.
2. In order to be eligible for the Bike/Walk Subsidy program, an employee must bicycle or walk a minimum of 51% of the total commute miles from home to one of the 34 regulated worksites, or to a worksite within one mile of one of these 34 regulated worksites, as listed below.
3. Worksites
 - LA Civic (City Hall, CHE, CHS, Parker Center, 207 S. Broadway)
 - Garland Building (1200 W. 7th Street)
 - Central Library (515 W. 5th Street)
 - Central Services Yard (3900 Chevy Chase Drive)
 - LA Zoo (533 Zoo Drive)
 - Figueroa Plaza Cluster (221 N. Figueroa St., 201 N. Figueroa St., 221 S. Figueroa St.)
 - Hyperion Treatment Plant (12000 Vista Del Mar)
 - LAPD 77th Street/Dare Division (235 W. 77th Street)
 - LAPD Central/Metro Division (251 E. 6th Street)
 - LAPD Devonshire Division (10250 Etiwanda Avenue)
 - LAPD Foothill Division (12760 Osborne Street)
 - LAPD Harbor Division (2175 John S. Gibson)
 - LAPD Hollenbeck Division (2111 E. 1st Street)
 - LAPD Hollywood Division (1358 N. Wilcox Avenue)
 - LAPD Newton Division (3400 S. Central Avenue)
 - LAPD North Hollywood Division (11640 Burbank Blvd.)
 - LAPD Northeast Division (3353 San Fernando Road)
 - LAPD Pacific Division (12312 Culver Blvd.)
 - LAPD Rampart Division (2710 W. Temple Street)
 - LAPD Southeast Division (145 W. 108th Street)
 - LAPD Southwest Division (1546 Martin Luther King)
 - LAPD West Valley Division (19040 Vanowen Street)
 - LAPD Wilshire Division (4861 W. Venice Blvd.)
 - LAPD Mission Division (11121 No. Sepulveda Blvd.)
 - LAPD Olympic Division (1130 S. Vermont Avenue)
 - LAPD Topanga Division (21501 Schoenborn Street)
 - LAPD Panorama Division (7870 Nollan Place)
 - LAPD Van Nuys Division (6240 Sylmar Avenue)
 - LAPD West Los Angeles Division (1663 Butler Avenue)
 - Personnel Headquarters (700 E. Temple Street)
 - Piper Tech (555 Ramirez Street)
 - Public Works Bldg. (1149 S. Broadway Street)
 - Van Nuys Civic Center (6262 Van Nuys Blvd.)
 - West Los Angeles Civic Center (1645 Corinth Ave.)
4. The monthly deadline for submission of requests for the previous month's bike/walk expenses is ten working days into the next month (excludes Saturdays, Sundays, and holidays). Requests received after the 10th working day will not be approved.
5. Employees with City parking passes, (individual, carpool, or vanpool parking) or other transportation benefit(s) such as Transit Subsidy, City Vanpool membership, or a Home Garaged City vehicle may not receive a Bike/Walk Subsidy.
6. The signatures required (employee, employee's supervisor, and Departmental Transportation Coordinator) must be original and other information requested must be properly, completely, and legibly supplied. Photo/faxed copies **are not** acceptable.
7. Requests are accepted only on this form and must be mailed or personally delivered to the Employee Benefits Office, Commute Options & Parking Section, Room 867, City Hall, City Mail Stop 621, Los Angeles, CA 90012.
8. Bike/Walk Subsidy payments occur on the first payday of the month following the submission deadline (refer to Rule 4 above), and are paid via regular payroll. For example, reimbursement requests for October must be submitted during the first ten working days of November and would be paid on the first payday in December. The reimbursement appears in the area of the paycheck headed "Included in Amount Due" and on the Direct Deposit Notice in the "Earnings and Other Compensation" column.
9. Abuse of the Bike/Walk Subsidy rideshare incentive will result in disciplinary action.
10. Random Audits of Bike/Walk Subsidy reimbursement requests will be conducted.

Employees with questions may contact the Commute Options & Parking Section at (213) 978-1634.