



## 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.)

**NOTE: Staple attachments to the BACK of this form.**

### 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 Name		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 #7 of the Reimbursement Rules and Procedures on the reverse of this form for types of acceptable documentation.  <div style="display: flex; justify-content: space-around;"> <span>Yes</span> <span>No</span> </div>
Do you have a City individual or carpool parking permit, mileage permit, or are you a member of a City Vanpool? _____ Do you have a WageWorks Transit Spending Account? _____ If <b>YES to one of the above</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) 978-1634.</b>	

**PLEASE STAPLE ORIGINAL PROOF OF TRANSIT RIDERSHIP TO THE BACK OF THIS FORM**  
**PLEASE DO NOT PAPERCLIP OR TAPE ATTACHMENTS TO THIS FORM**

## TRANSIT SUBSIDY REIMBURSEMENT PROGRAM

The Personnel Department/Employee Benefits Division offers a Transit Subsidy Reimbursement Program ("the Program") to eligible City employees. The Program provides 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) and submit the required documentation within the required timeframes.

### 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. Employees with approved transit reimbursement claims may be eligible for an "Occasional Parking" benefit at a parking facility near their worksite. Occasional Parking is defined as the opportunity to park a personal vehicle up to three times per month at an approved City-administered parking facility. Occasional Parking is a privilege and subject to facility and space availability. Occasional Parking is further limited to those months following the month a member receives a reimbursement; it is not available on the initial month of ridership nor the initial month of reimbursement.
3. **The monthly deadline for submission of a transit reimbursement claim is the tenth working day of the month following the month of ridership** (excludes Saturdays, Sundays, and holidays). Requests received after the 10<sup>th</sup> working day ("late claims") are eligible for reimbursement so long as the claim and all required documentation for the claim is submitted no later than two months past the final day of the month of ridership. Late claims will be reimbursed as soon as administratively practical. In addition, late claims will also interrupt eligibility for Occasional Parking in accordance with the Occasional Parking eligibility schedule defined in Section 2.
4. Employees with City parking passes (individual, carpool, or vanpool parking) or other transportation benefit(s) such as a vanpool, home-garaged vehicle, or **transit spending account** are not eligible to simultaneously receive transit subsidy for the same month. For the purpose of administering this rule, partial transit or parking within a given month will not be eligible for "pro-rated" benefits.
5. The required employee signature must be original and other information requested must be fully, completely, and legibly supplied (no photocopies or electronic signatures can be accepted.)
6. 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**

7. **Original** proof of transit use must be attached to the request form. **The reimbursement request will not be processed without proof of transit.** Any of the following is acceptable documentation:
  - a. Original monthly transit pass **with original receipt of purchase**\* made between the 20<sup>th</sup> calendar day of the month prior to ridership through the 25<sup>th</sup> calendar day of the month of ridership.
  - b. Original Metrolink 7-day pass, one-way/round trip tickets, copy of back of Tap Card, or similar transit documentation must be submitted **with original receipt of purchase**\* made during the month of ridership.

**NOTE: \* Original receipt must be in accordance with the following rules: (1) specify the merchant from whom the purchase was made; (2) indicate the amount spent; and (3) the date of purchase. If a receipt is not offered by the issuer, a Tap Card statement with "Sales History" or a bank statement will be accepted. Please note that a "Ride History" statement or receipts that indicate "Card Status" are not accepted as proof of purchase.**
  - c. Mobile application transit purchases: Submit **original email receipt** with date of purchase made during the month of ridership.
  - d. Metro cards (rechargeable) or other agency rechargeable transit pass - **copy back of card and submit with original receipt** containing the information specified in 7b.
  - e. Original sticker for the month to be reimbursed (for seniors and students only); please attach to form and initial.
8. Transit subsidy payments generally occur on the first payday of the month following the month of the submission deadline (refer to Rule 3 above), and are issued via your regular City paycheck. For example, reimbursement requests for an October pass must be submitted in the first ten (10) working days of November and would typically 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.
9. Fraudulent transit subsidy reimbursement requests may result in disciplinary action.
10. 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) 978-1634.**