



# 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.

### 2018 Application Deadlines:

*January 17, 2018 (passed)*

Covers expenses incurred between July 1 – December 31, 2017-

*July 16, 2018*

Covers expenses incurred between January 1 – June 30, 2018

### 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, **eligible** expenses higher than **\$120** per month or **\$1,440** per fiscal year associated with commuting to Harvard University.

***PLEASE CHECK CHART BELOW FOR FULL LIST OF ELIGIBLE EXPENSES!***

### Application Procedure

Please fill out the entire application form; use BLACK INK. In addition to the form, the application **must include** the following information to be considered complete:

- 1) A detailed written 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](http://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.

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](mailto:huctw.transportation@huctw.org)  
Fax: 617-661-9617

### Confirming receipt of your application

Approximately two weeks 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 two weeks of the application deadline, please contact us** to ensure we have received your application.

### Selection Process and Amount of Awards

Based on the amount of available funding, and the transportation costs reported by all eligible applicants, HUCTW staff will determine the percentage of reimbursements we can make. *Every eligible applicant will then receive an award at that percentage of their costs.* As this Fund is meant as a supplement, awards will cover only a portion of the transportation costs for each applicant. (Funding and eligibility parameters of the award are established and reviewed jointly by HUCTW and University representatives.)

### Award Notification

We will email to tell you whether or not you are eligible for an award; if so, we'll indicate the amount of the award, and in which paycheck you may expect it. These notifications will be emailed as soon as staff have processed all applications and have calculated the reimbursement rate.

### Payment of the Award

If you are receiving an award it will be delivered in your paycheck, a few weeks after receipt of the Award Notification email. The Federal Government characterizes our awards as "extra compensation," and as such are subject to Federal tax withholding. Please note that the Federal tax *withholding rate* --not the same as tax rate--for extra compensation is approximately 40 percent.

**Am I eligible for the Transportation Fund this cycle?**

**Please check all that apply.**

**During the period from January 1, 2018 to June 30, 2018 :**

☐ *I used Commuter Choice to purchase an MBTA Pass **for Commuter Rail Pass Zone 5, 6, 7, 8, 9, or 10** (or an **MBTA boat pass**)*

☐ *I paid more than \$120 per month to use **a private bus or train service** (e.g., Amtrak, Peter Pan) because my location is not served by the MBTA*

☐ *I paid more than \$120 per month for **remote commuter lot parking** at or near **my home MBTA station** (not eligible: Harvard-owned lots and garages, other Harvard Square parking)*

☐ *I paid more than \$120 per month for **Longwood Medical Area parking** (includes Landmark Center staff)*

Checking any of these four statements means you are eligible. If none of these statements applies to you, you are not currently eligible for this partial reimbursement program. Please call or email if you have any questions.

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**Eligible Expenses**

MBTA Commuter Rail, Zones 5-10  
MBTA Commuter Ferry  
Private commuter train (eg, Amtrak)  
Private commuter bus (eg, Pater Pan)  
Parking at home MBTA Station  
Longwood Medical Area parking

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**Ineligible Expenses**

MBTA Commuter Rail, Zones 1-4  
MBTA Bus or Link (Combo) Pass  
Uber Pool or similar  
Gas or mileage  
Metered street parking  
Harvard/Cambridge parking lot or garage