



## 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.

#### 2019 Application Deadlines

**January 15, 2019**

For expenses incurred July 1 – December 31, 2018

**July 15, 2019**

For expenses incurred January 1 – June 30, 2019

#### 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 **\$145** per month or **\$1,740** per fiscal year associated with commuting to Harvard University.

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

#### Application Procedure

An online application is available at <https://huctw.org/transportation-fund-application> and must include a description of your commute as well as a breakdown of expenses and receipts or other documentation of eligible expenses paid.

If you are unable to apply online please contact HUCTW at 617-661-8289 or via email at [huctw.transportation@huctw.org](mailto:huctw.transportation@huctw.org) to request a hard copy application.

#### Selection Process and Amount of Awards

Based on the amount of available funding, and the amount of transportation costs reported by all eligible applicants, HUCTW staff will determine the percentage of eligible costs that will be reimbursed. *Every eligible applicant will then receive an award for 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 yes, 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 35 - 40%.

<b>Type of Expense</b>	<b>Yes, Eligible!</b>	<b>No, sorry. Not eligible</b>
<b><i>Transport</i></b>		
MBTA Local Bus Pass		<b>X</b>
MBTA Link (Combo) Pass		<b>X</b>
MBTA Commuter Rail, Zones <b>1, 2, 3, and 4</b>		<b>X</b>
MBTA Commuter Rail, Zones <b>5, 6, 7, 8, 9,10</b>	<b>X</b>	
MBTA Commuter Ferry	<b>X</b>	
MBTA The Ride		<b>X</b>
Private commuter train	<b>X</b>	
Private commuter bus	<b>X</b>	
Gas/mileage		<b>X</b>
Uber Pool or similar		<b>X</b>
<b><i>Parking</i></b>		
Metered parking		<b>X</b>
Cambridge Garage or lot		<b>X</b>
MBTA/Commuter garage or lot	<b>X</b>	
LMA garage or lot	<b>X</b>	

Please check all that apply.

During the period from June 30, 2018 through December 31, 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 \$145 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 \$145 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 \$145 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.