



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.

2020 Application Deadlines:

January 15, 2020

Covers expenses incurred between July 1 – December 31, 2019

July 20, 2020

Covers expenses incurred between January 1 – June 30, 2020

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

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

- 1) A 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) **Receipts** 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. Applications without receipts may be rejected.

All materials can be submitted electronically, or via mail or fax to:

Transportation Fund Committee
HUCTW, 15 Mt. Auburn St, Cambridge, MA 02138.
huctw.transportation@huctw.org
Fax: 617-661-9617

Confirming receipt of your application

If you apply online, your application will be automatically confirmed. Applications on paper will be confirmed individually on a rolling basis. **If you do not receive an automatic confirmation or an email from the Transportation Fund within a week 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 calculate 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, and may change between cycles.)

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%.

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

Please check all that apply.

During the period from January 1, 2020 through June 30, 2020:

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). Daily limits may apply.

I paid more than \$145 per month for **Longwood Medical Area parking** (includes Landmark Center staff). Daily limits may apply.

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.