

City of Menlo Park

Department TRANSPORTATION

Page 1 of 3

Effective Date
July 1, 1992

Subject TRANSPORTATION ALLOWANCE PROGRAM

Approved by

Procedure #

April 21, 1992

CC 92-0002

Mayor

PURPOSE

The Transportation Allowance program is a subsidy program established to encourage employees to bike, walk or car/vanpool to work.

PROCEDURE

This policy establishes City guidelines and conditions as related to "work commute" transportation subsidies.

POLICY

I. General

- A. It is the policy of the City of Menlo Park to encourage employees to walk, bike, or car/vanpool in order to reduce air pollution and traffic congestion by offering a transit subsidy program called Transportation Allowance.
- B. A transportation allowance is a ^{1.50}~~\$1.00~~ a day subsidy for employees who bike, walk, or carpool for their work commute.
- C. The ⁵⁰~~\$1.00~~ a day subsidy is subject to federal and state income tax.

II. Conditions for use

- A. Only permanent employees are eligible for the transportation allowance.
- B. An employee must bike, walk, or car/vanpool to work at least once a week to be eligible for the transportation allowance.
- C. A car/vanpool consists of 2 or more 'employed' persons traveling together between their residence and their work site for the majority of their commute trip.
- D. In order to receive a transportation allowance an eligible employee must complete a monthly calendar and indicate commute alternative days and mode of travel for reimbursement.
- E. Employees must sign a statement of understanding outlining their compliance with conditions of the program.
- F. Intentional inaccurate record-keeping or abuse of the conditions of program participation will automatically expel the employee from the program.

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G. Employees cannot participate in the Transportation Allowance Program and the Commuter Check Program simultaneously. The intent of the transportation incentive is to provide an employee with a maximum of \$20.00 a month for choosing alternative trip modes.

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City of Menlo Park

ADMINISTRATIVE POLICY

Department Transportation	Page 1 of 1	Effective Date July 1, 2000
	Approved by: _____ Department Head _____ City Manager	Procedure # CC 92-0002
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Monthly Calendar Form Transportation Allowance Program

I have indicated by an "x" over the day of the week that I have commuted to work by some form of commute alternative.

I Bicycled to work a total of _____ days this month.

I Walked to work a total of _____ days this month.

I car/vanpooled to work a total of _____ days this month.

Please identify the members of your car/vanpool and check the names of City Employees.

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

I understand that the transportation allowance (a \$1.50 a day for each day biked, walked or car/vanpooled) is subject to state and federal income tax.

Intentional inaccurate record-keeping or abuse of the conditions of the program will automatically expel the Employee from the program. The employee will be responsible for reimbursing the City all past subsidies received.

Employee signature: _____

Name: _____ Department: _____

Extension: _____ Department Head Approval: _____

Date: _____ Amount: _____

*Calendar forms must be submitted to the City's TSM Coordinator by the **first Friday** of the following Month. Payment will be received in the following pay check.