



ALTERNATIVE TRANSIT SUBSIDY

Program Information:

The MIT Parking and Transportation Office will offer the Alternative Transit Subsidy Monthly Reimbursement Program to all employees who meet the criteria. Maximum benefit is 50% reimbursement of your monthly commuting cost, up to \$120.00 per month. In order to qualify for the subsidy, you must complete the following steps:

1. Print out the Alternative Transit Subsidy application
2. Fill out the application completely
3. Specify which private transit company you use to commute
4. Indicate if you are enrolled in the T-Pass or Parking Program
5. Photocopy proof of your receipts and include with application
6. Fax or mail your application and receipts to Robynn Cruz in Room W20-022. Fax: 617-258-6357

Once you completed the above steps you can mail or fax the paperwork in to the Parking and Transportation Office, we will confirm your eligibility and mail the commuter checks to you. Each month you will submit your receipts from your alternative transit tickets and our office will mail commuter checks to you for the following month.

Please note: If you currently receive a T-Pass subsidy, the amount of reimbursement you receive may be reduced.

For example: With a Bus Pass, your maximum reimbursement will be \$75.00/mo
With a Link Pass, your maximum reimbursement will be \$60.00/mo

Alternative Transit Subsidy Application:

NAME: _____

MIT ADDRESS: _____ DEPARTMENT: _____

MIT ID: _____ EMAIL ADDRESS: _____

PHONE NUMBER: _____

NAME OF TRANSIT COMPANY: _____

T-PASS: Yes No OCCASIONAL PARKING PASS: Yes No

Send commuter checks to: MIT address Home Address*

*If you would like your commuter checks mailed to your home address please enter the information below.

HOME ADDRESS: Street _____ Apt.# _____

City _____ State _____ Zip Code _____

Mail form to: Robynn Cruz, Commuting Coordinator; Parking & Transportation Office; Building W20-022