



MIT Bicycle Commuter Benefit Program

Enrollment Application

Program Information

1. MIT regular salaried and hourly employees are eligible to participate in the **MIT Bicycle Commuter Benefit Program**. Students and employees who are classified as temporary or casual are not eligible.
2. The **MIT Bicycle Commuter Benefit** cannot be combined with either the parking or T-pass benefit programs. Employees may participate in only one MIT subsidized transportation program.
3. The **MIT Bicycle Commuter Benefit Program** is a reimbursement program. Payment for the calendar year is made at the end of the calendar year. The payment deadline for calendar year 2009 is March 15, 2010. Advance payments cannot be made.
4. The **MIT Bicycle Commuter Benefit Program** covers reasonable expenses for the purchase, improvements, repair or storage of the bicycle used for commuting to MIT.
5. Enrollment is on an annual basis. Proof of bicycle related expenses incurred commuting to MIT must be provided along with this form to the MIT Parking and Transportation Office. Substantiation must be in the form of a store receipt (i.e. proof of expenses incurred).
6. Employees are reimbursed \$20.00 times the number of **Qualified Bicycle Commuting Months**.
7. A **Qualified Bicycle Commuting Month** is a month where an employee uses a bicycle for the substantial portion of his/her commute. Additionally, an employee cannot participate in either the parking or T-pass program at the same time.
8. The **MIT Bicycle Commuter Benefit Program** is subject to the tax laws governing such a plan, and is subject to change at any time in order to be in compliance with such laws.

Enrollment Information

I understand the terms and conditions indicated above. I certify that the attached expenses were incurred for my own bicycle commuting to and from work, and were not given, traded or sold to any other individual.

Start Month _____ **End Month** _____ **# of Qualified Commuting Months** _____

Reimbursement: \$ _____ (Maximum \$240.00)

PRINT NAME **MIT ID#**

Department

Signature

Date