



HU/HUCTW TRANSPORTATION FUND



APPLICATION FORM

Read entire Application Guidelines section before filling out this form. Entire form must be completed.

Harvard ID#: Department: _____

Name: First _____ MI _____ Last _____

Email Address: _____ Daytime Phone #: (____) _____

Home Address: _____

City: _____ State: _____ Zip: _____

Date of Hire/Appointment: ____/____/____ Years of Service: _____

1. Application Cycle Winter Summer Other : _____
2. Type of Expense: MBTA Commuter Rail Pass for zone 6 and above. Parking in an MBTA garage.
 Parking in the Longwood-Medical Area Commuting via a private commuter bus line Commuting via a private Non MBTA train.
 Other (please explain) _____
3. Monthly cost of commute: _____
4. Total cost of commute for this application cycle (monthly expenses x 6 months): _____

_____ Signature of Staff Member	_____ Date
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In order for this application to be complete you must attach:

- 1) A one page detailed description of your commuting expenses which includes the following information:
 - a) Your method of commuting to the University. If your commute involves more than one mode of transportation please specify this as well.
 - b) If you are taking public transportation, explain your commuting route. Please provide the beginning and end points of your commute. If you are parking, state which facility you are using.
 - c) Provide a breakdown of how much you pay monthly. Also state how much your expenses are in total for the six month application cycle.
- 2) Receipt of payment or similar documentation. (Copies of boarding passes and tickets count as proof of payment. For expenses related to a commuter rail pass for Zone 6 or above, you may also print out pay stubs from Peoplesoft showing how much is being subtracted for the pass on a monthly basis). If for any reason you cannot provide receipts proving your commuting expenses, please explain your situation in your detailed description.