



HU/HUCTW TRANSPORTATION FUND



Application Guidelines

During negotiations for the 2007-2010 Agreement, the University and HUCTW spent considerable time in the Housing and Transportation Side Table discussing benefits that would help HUCTW members with the high costs of their daily commutes to and from the Harvard campus. We worked together to create the Harvard-HUCTW Transportation Fund, which provides assistance with significant commuting and/or parking costs and attempts to equalize commuting costs among members.

Transportation Fund Amount

The fund amount is \$30,000 per fiscal year for the duration of our current agreement.

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 accrue non-subsidized expenses higher than \$100 per month or \$1200 per fiscal year associated with commuting to Harvard University. These expenses may include but are not limited to: purchasing MBTA Commuter Rail passes for zone 6 and above, parking at MBTA garages, parking in the Longwood-Medical Area, commuting via a private commuter bus line or a non-MBTA train.

Expenses incurred parking in a Cambridge garage owned by Harvard University, purchasing a T-pass for zones below zone 6 and for gasoline/tolls/wear of a privately owned vehicle are not eligible for reimbursement.

Application Procedure

Please fill out the entire application form. In addition to the form, the application must include the following information to be considered complete:

- 1) A one page detailed 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 please specify this as well.
 - b) If you use public transportation, provide the beginning and end points of your commute. If you park, indicate which facility you use.
 - c) Provide a breakdown of your monthly commuting costs. 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 use your PeopleSoft pay records as proof of payment). If you are unable to provide receipts documenting your commuting expenses, please explain why in your detailed description.

Application Deadlines:

Summer Deadline: July 15

Covers expenses occurred between January 1 and June 30.

Winter Deadline: January 15

Covers expenses occurred between July 1 and December 31.

All materials must be submitted to: Transportation Fund Committee, C/O HUCTW, 15 Mt. Auburn St. Cambridge, MA 02138. Awards will be delivered in your paycheck, are treated as extra compensation, and are subjected to tax withholding. Please note that the tax withholding rate for extra compensation is approximately 40%.

Soon after the application deadline an email will be sent to your Harvard email account confirming receipt of your application. If you do not receive an email from the Transportation Fund within a month of the application deadline, please contact us to ensure we have received your application.

Selection Process and Amount of Awards

After each application deadline, all applications will be reviewed by a joint committee composed of HUCTW and University representatives. Based on the amount of available funding and transportation costs reported by all eligible applicants, the joint committee will determine a fair percentage of costs to be awarded. Every eligible applicant will then receive an award at that percentage of their costs. Awards will cover only a portion of the transportation costs for each applicant.

Award Notification

All applicants will be notified in writing stating whether or not they have received an award, and if so, the amount of the award. Notification will be emailed as soon as the joint committee has made its determination of the award.

Payment of the Award

After receipt of an Award Notification, the award will appear in a subsequent paycheck.