

UNITED STATES DISTRICT COURT
for the
MIDDLE DISTRICT OF PENNSYLVANIA

TRANSPORTATION SUBSIDY PROGRAM

(Approved: January 4, 2002)

I. INTRODUCTION

The United States District Court for the Middle District of Pennsylvania, in accordance with 5 U.S.C. § 7905, has established a Transportation Subsidy Program to encourage employees to use means other than single-occupancy motor vehicles to commute to and from work. This Program allows eligible employees to receive a tax-free transportation benefit of up to sixty-five dollars (\$65.00) per month.

The Court has decided to establish this Transportation Subsidy Program to reward the use of public transportation. Use of mass transit helps to alleviate air pollution, traffic congestion and parking problems. The establishment of this Program also demonstrates the Court's commitment to its employees for the services they provide.

II. TRANSPORTATION SUBSIDY INFORMATION

A. *Eligibility*

This Transportation Subsidy Program applies to employees of the District Court Clerk's Office, District Court Chambers Staffs and Probation Office personnel. All employees are eligible to participate with the exception of the following: Judicial Officers, the Clerk of Court and the Chief Probation Officer.

B. *Funding*

Local Court funds, when available, will be used to support the Program. Eligible employees may receive up to sixty-five dollars (\$65.00) per month as reimbursement for public transportation expenses. Reimbursement is always contingent upon the availability of funds. Thus, the Program may be suspended at any time at the discretion of the Chief Judge.

III. TRANSPORTATION SUBSIDY PROCEDURES

C. *Enrollment*

1. Employees who wish to participate in the Program are required submit a signed Agreement on a monthly basis indicating their proposed method of

commuting and the monthly cost. Employees shall certify that they will use the transit subsidy for commuting between their residence and their permanent duty station at the United States District Court on a regular basis.

2. Issuance of transit subsidy vouchers to eligible employees in the Program will require monthly re-certification that they are using public transportation. Any changes in the mode of public transportation and cost must be noted at monthly re-certification.

B. *Distribution of Transportation Subsidy Vouchers*

1. Transportation subsidy vouchers will be issued monthly.

2. Transportation subsidy vouchers will be distributed to participating employees by the 25th of each month. The vouchers will be distributed in the Scranton Office using the internal mail system and for the Harrisburg, Williamsport and Wilkes-Barre divisional offices, the U.S. Mail, the United Postal Service or Federal Express will be used.

3. Employees will be required to sign an acknowledgment upon receipt of the transportation subsidy voucher. The executed acknowledgment is to be returned to the Personnel Office for inclusion in the employee's personnel file.

4. The United States District Court may not replace any lost or damaged transit cards/passes after they are issued.

**UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF PENNSYLVANIA**

TRANSPORTATION SUBSIDY PROGRAM AGREEMENT

Name: _____ **Date:** _____

1. Listed below are the type(s) of public transportation I will use for my daily commute for the month of _____, 20____ :

Type: _____ Monthly Cost: _____

Vendor: _____

Type: _____ Monthly Cost: _____

Vendor: _____

Type: _____ Monthly Cost: _____

Vendor: _____

Total Monthly Cost:

2. Please enroll me in the Transportation Subsidy Program. I understand that any transit subsidy I receive is provided exclusively for my personal use, for my daily commute using public transportation. I understand that I am not to sell or let any other person use my transit subsidy vouchers. If there is a change in the type of transportation I use to commute to work, I agree to notify the Unit Executive.

3. My signature certifies and acknowledges that I agree to use the form(s) of public transportation listed above on a regular basis, for the month and year listed above, in accordance with the Transportation Subsidy Program requirements.

Name (Print): _____ Date: _____

Signature: _____

Reimbursement amount requested: _____
