

**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 up to the current IRS allowable limit for the calendar year.

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 the current IRS allowable tax-free limit for the calendar year. 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**

**A. *Enrollment***

1. Employees who wish to participate in the Program are required submit a signed Agreement 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.

**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 25<sup>th</sup> 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. The United States District Court may not replace any lost or damaged transit cards/passes after they are issued.

**C. *Employee Purchased Tickets***

1. When the IRS tax limit is less than the price of a ticket, the employee can purchase the ticket, submit the receipt and be reimbursement for only the amount of the current IRS tax-free limit for the calendar year.

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**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): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reimbursement amount requested: \_\_\_\_\_