



## Transportation & Parking Services Mass Transit Subsidy Application

If you are a full-time, benefits-eligible Princeton University employee and commute to campus by mass transit, you are eligible to receive a 50% subsidy on the cost of your monthly bus or rail pass.\*

Please complete this form and send to: Andrea DeRose, TDM Manager, Transportation & Parking Services, A Floor, New South

**Print Name** **PUID Number/Dept Name & Number** **Email**

Type of Employee (circle one):

Faculty                  Staff                  PPPL Employee

1. Departure stop/station: \_\_\_\_\_
2. Arrival stop/station: \_\_\_\_\_
3. Cost of monthly pass (w/o reimbursement): \_\_\_\_\_
4. Previous mode taken to work (circle any that apply):  
     Train                  Bus                  Subway                  Car                  Other
5. New mode of transportation to work (circle any that apply):  
     Train                  Bus                  Subway

### Procedures

Each month applicants must complete one of two forms in order to receive the monthly subsidy.

- If you are not enrolled in HR's pre-tax Transit Reimbursement program and wish to solely sign up for Transportation & Parking Services' Mass Transit Subsidy program, please complete this form: <http://www.princeton.edu/transportation/mtincentives/monthlysubsidyform.pdf>
- If you are already enrolled in HR's pre-tax Transit Reimbursement program and also wish to sign up for Transportation & Parking Services' Mass Transit Subsidy program, please continue to submit your monthly form (<http://www.princeton.edu/hr/ben/prkingreimb.pdf>) along with a transit receipt.
- An original receipt must be attached to each form and submitted by the 10<sup>th</sup> of each month. Please fax or scan subsidy forms to **Crosby Benefit Systems, Inc. at 617-928-0001 or servicecenter@crosbybenefits.com**. Employees who have limited computer access may use the fax machine or computers at Transportation & Parking Services located on the A Floor, New South.
- If you are interested in joining HR's pre-tax Transit Reimbursement program only and would like more information, please visit <http://www.princeton.edu/hr/ben/parktrans.htm> or contact HR at 8-3302.

### Policies

- Participants must provide an original receipt with the appropriate form each month.
- Original receipts must correctly reflect the cost of a monthly pass and state the specific departure and arrival locations as written on this Mass Transit Application form.
- Transit receipts held for more than 90 days are NOT eligible for a subsidy.

**\*NOTE: The mass transit subsidy is considered taxable income and is subject to federal and state income taxes. The subsidy will appear as additional income in a subsequent paycheck following receipt of your subsidy request.**

### Guaranteed Ride Home

All mass transit participants are eligible to participate in the Guaranteed Ride Home program. The Guaranteed Ride Home program provides a ride home to commuters who use alternative modes of transportation to work. For more information, please visit our website at <http://www.princeton.edu/transportation/faq.html#3b>. Contact Andrea DeRose (8-1656) or Transportation & Parking Services (8-5436) or (8-3157) if a ride is needed.

(Questions? Contact Andrea DeRose, TDM Manager, at [aderose@princeton.edu](mailto:aderose@princeton.edu) or 609-258-1656)

*Transportation Demand Management at Princeton University*

**[www.princeton.edu/transportation](http://www.princeton.edu/transportation)**