

## City of Los Angeles BIKE/WALK SUBSIDY FORM

**EMPLOYEE INFORMATION -- All Spaces Must be Completed**      **CHECK ONE:**    Bike     Walk

<b>Last Name:</b>	<b>First Name:</b>	<b>Employee ID Number:</b>

<b>Email Address:</b>	<b>Contact Phone Number:</b>

<b>Department</b>	<b>Work Address (Number, Street, and Zip or City Building and Room Number):</b>

<b>Home Address (City and Zip only):</b>

### QUARTERLY COMMUTE SUMMARY FOR THE QUARTER OF / YEAR 20

<input type="checkbox"/> 1st Quarter (January/February/March)	<input type="checkbox"/> 3rd Quarter (July/August/September)
<input type="checkbox"/> 2nd Quarter (April/May/June)	<input type="checkbox"/> 4th Quarter (October/November/December)

#### MONTHLY COMMUTE SUMMARY FOR THE MONTH OF:

Date	Miles Biked / Walked	Total Miles	Date	Miles Biked / Walked	Total Miles	Date	Miles Biked / Walked	Total Miles	Date	Miles Biked / Walked	Total Miles	Date	Miles Biked / Walked	Total Miles
1			8			15			22			29		
2			9			16			23			30		
3			10			17			24			31		
4			11			18			25					
5			12			19			26					
6			13			20			27					
7			14			21			28					

<b>No of Days Biked/Walked:</b>	<b>Total Miles Biked/Walked:</b>	<b>Total Commute Miles:</b>	<b>% of Miles Biked/Walked:</b>

#### MONTHLY COMMUTE SUMMARY FOR THE MONTH OF:

Date	Miles Biked / Walked	Total Miles	Date	Miles Biked / Walked	Total Miles	Date	Miles Biked / Walked	Total Miles	Date	Miles Biked / Walked	Total Miles	Date	Miles Biked / Walked	Total Miles
1			8			15			22			29		
2			9			16			23			30		
3			10			17			24			31		
4			11			18			25					
5			12			19			26					
6			13			20			27					
7			14			21			28					

<b>No of Days Biked/Walked:</b>	<b>Total Miles Biked/Walked:</b>	<b>Total Commute Miles:</b>	<b>% of Miles Biked/Walked:</b>

#### MONTHLY COMMUTE SUMMARY FOR THE MONTH OF:

Date	Miles Biked / Walked	Total Miles	Date	Miles Biked / Walked	Total Miles	Date	Miles Biked / Walked	Total Miles	Date	Miles Biked / Walked	Total Miles	Date	Miles Biked / Walked	Total Miles
1			8			15			22			29		
2			9			16			23			30		
3			10			17			24			31		
4			11			18			25					
5			12			19			26					
6			13			20			27					
7			14			21			28					

<b>No of Days Biked/Walked:</b>	<b>Total Miles Biked/Walked:</b>	<b>Total Commute Miles:</b>	<b>% of Miles Biked/Walked:</b>

**INSTRUCTIONS:**

Include all round-trip commute miles in the "Total Miles" column above, regardless of the type of transportation used. For commute miles not biked or walked, please indicate in the "Miles Biked/Walked" column by code the type of transportation used: Car (A), Motorcycle (B), Public Transit (C), and Telecommute (TE). If you did not report to work (e.g. vacation, RDO, sick, leave of absence, etc.), please use (D). If you telecommuted, you must indicate the miles you would have normally commuted if you reported to your department worksite. **All days must be accounted for.**

Do you have a City employee parking permit or a home-garaged City vehicle? **YES**  **NO**   
 (If yes, you are not eligible to receive a Bike/Walk Subsidy.)

Are you currently in a City Vanpool or receiving Transit Subsidy Reimbursement? (If yes, you are not eligible to receive Bike/Walk Subsidy.) **YES**  **NO**

**Employee Signature (REQUIRED -- Signature verifies that employee has read and agrees to abide by the Program Rules and Procedures.)**

**Date:**

**X**

**SUPERVISOR VERIFICATION**

I hereby state that, to the best of my knowledge the above employee commutes by bicycle or walks at least 51% of his/her total miles.

**Supervisor's Signature (REQUIRED)**

**Work Phone:**

**Date:**

**X**

**Return Form to:**

Employee Benefits Division, **COMMUTEwell** Program

200 N. Spring Street, Room 867, Los Angeles, CA 90012 (Mail Stop 621)

Phone: **(213) 978-1634** Website: **LACOMMUTEwell.com** Email: **LACOMMUTEwell@lacity.org**

## **Bike/Walk Subsidy Program**

The City's Employee Ridesharing Program provides employees who ride a bicycle or walk directly from their home to their City worksite an incentive of \$5.00 per day with a maximum monthly subsidy amount of up to \$100.00. The Employee Benefits Division, COMMUTEwell Section can assist employees with route information and submission of required documents and planning.

### **Subsidy Program Rules and Procedures**

1. Employees may be provided a subsidy for bicycling (includes E-bikes) or walking (includes scooters) **directly** from home (as listed in PaySR/Workday) to assigned City worksite at a rate of \$5.00 per day up to a maximum of \$100 per month.
2. To be eligible for the Bike/Walk Subsidy, an employee must bicycle or walk a **minimum of 51%** of the total commute miles directly from home to their City worksite. The following are considered commute modes used to determine eligibility: Car, Motorcycle, Public Transportation, Telecommuting, Biking, and Walking.
3. Subsidy requests are only accepted on the Bike/Walk Subsidy Form (Subsidy Form). The submission deadline for each quarter's Subsidy Form is the **tenth working day of the following month** (excludes weekends and City holidays), and must be submitted to COMMUTEwell program staff. COMMUTEwell contact information is provided at the bottom of the Subsidy Form. Subsidy Forms received **after** the 10<sup>th</sup> working day deadline ("late claims") are eligible for payment so long as the claim and all required documentation is submitted **no later than one month** past the final day of the month of bike/walk activity. Late claims will be paid during the following submission quarter.
4. Employees with City sponsored parking (individual, carpool, mileage, etc.) or who participate in any other transportation benefit program(s) such as a vanpool, home-garaged vehicle, or the Transit Spending Account (TSA) through WageWorks, are not eligible to receive a Bike/Walk subsidy.
5. Employees should ensure that their Subsidy Form is correctly completed in its entirety. Submission of the Subsidy Form must be legible. A Subsidy Form with incomplete or missing information and/or signatures will not be processed.
6. Bike/Walk subsidy payments are scheduled to be included on your City paycheck on the first payday of the month following the quarterly submission deadline. Refer to the Bike/Walk Subsidy Schedule for further details on the timeline of payments. The subsidy appears on our City paycheck stub in the Earnings and Other Compensation column, with the code listed as WP (Walk to Work) and the description list as BT (Bike to Work).
7. The Bike/Walk Subsidy Program Rules and Procedures are subject to periodic updates and clarifications at any time. Random audits of Subsidy Forms will be conducted. **Fraudulent submissions of Subsidy Forms may result in disciplinary action.**