

City of Los Angeles BIKE/WALK SUBSIDY REIMBURSEMENT FORM

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

Last Name:	First Name:	Employee ID Number:

Email Address:	Contact Phone Number:

Department	Work Address (Number, Street, and Zip or City Building and Room Number):

Home Address (City and Zip only):

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					

No of Days Biked/Walked:	Total of Miles Biked/Walked:	Total Commute Miles:	% of Miles Biked/Walked:
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No of Days Biked/Walked:	Total Miles Biked/Walked:	Total Commute Miles:	% of Miles Biked/Walked:
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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, 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 Reimbursement Program

The City's Employee Ridesharing Program provides a monthly subsidy of \$100* per month to City employees who commute from home to work via bicycling or walking to one of 34 regulated worksites (listed below). The Employee Benefits Division, COMMUTEwell Section can assist employees with route information and planning.

Reimbursement Program Rules and Procedures

1. Employees may be reimbursed for their bicycling/walking expenses at the rate 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 monthly commute miles from home to one of the 34 regulated worksites, or to a worksite within one mile of one of the 34 regulated worksites, as listed below.
3. Regulated Worksites:

- LA Civic (City Hall, CHE, CHS, Police Admin, Cal Trans)
- Garland Building (1200 W. 7th Street)
- Central Library (515 W. 5th Street)
- Central Services Yard (3900 Chevy Chase Drive)
- LA Zoo (533 Zoo Drive)
- Figueroa Plaza Cluster (221 N. Figueroa St., 201 N. Figueroa St., 221 S. Figueroa St.)
- Hyperion Treatment Plant (12000 Vista Del Mar)
- LAPD 77th Street/Dare Division (235 W. 77th Street)
- LAPD Central/Metro Division (251 E. 6th Street)
- LAPD Devonshire Division (10250 Etiwanda Avenue)
- LAPD Foothill Division (12760 Osborne Street)
- LAPD Harbor Division (2175 John S. Gibson)
- LAPD Hollenbeck Division (2111 E. 1st Street)
- LAPD Hollywood Division (1358 N. Wilcox Avenue)
- LAPD Newton Division (3400 S. Central Avenue)
- LAPD North Hollywood Division (11640 Burbank Blvd.)
- LAPD Northeast Division (3353 San Fernando Road)
- LAPD Pacific Division (12312 Culver Blvd.)
- LAPD Rampart Division (2710 W. Temple Street)
- LAPD Southeast Division (145 W. 108th Street)
- LAPD Southwest Division (1546 Martin Luther King)
- LAPD West Valley Division (19040 Vanowen Street)
- LAPD Wilshire Division (4861 W. Venice Blvd.)
- LAPD Mission Division (11121 No. Sepulveda Blvd.)
- LAPD Olympic Division (1130 S. Vermont Avenue)
- LAPD Topanga Division (21501 Schoenborn Street)
- LAPD Panorama Division (7870 Nollan Place)
- LAPD Van Nuys Division (6240 Sylmar Avenue)
- LAPD West Los Angeles Division (1663 Butler Avenue)
- Personnel Headquarters (700 E. Temple Street)
- Piper Tech (555 Ramirez Street)
- Public Works Bldg. (1149 S. Broadway Street)
- Van Nuys Civic Center (6262 Van Nuys Blvd.)
- West Los Angeles Civic Center (1645 Corinth Ave.)

4. Reimbursement requests are only accepted on the Bike/Walk Subsidy Reimbursement 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 10th working day deadline ("late claims") are eligible for reimbursement so long as the claim and all required documentation is submitted **no later than two months** past the final day of the month of bike/walk activity. Late claims will be reimbursed as soon as administratively practical.
5. 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 reimbursement.
6. 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.
7. 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 Reimbursement Schedule for further details on the timeline of reimbursements. The reimbursement 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).
8. Reimbursement amounts may be adjusted by COMMUTEwell program staff on employee paychecks if it is determined that errors and/or overpayments occurred.
9. The Bike/Walk Subsidy Program Rules and Procedures are subject to periodic updates and clarifications at any time. Periodic audits of Subsidy Forms will be conducted. **Fraudulent submissions of Subsidy Forms may result in disciplinary action.**

*Temporary subsidy increase from \$50 to \$100 per month effective July 2022 through June 2023.