


Staff Processing Date	Top Line For Office Use Only:	Decal #	Permit/Keycard #	Assigned Lot	Expiration Date	Rate
	MILEAGE PARKING APPLICATION					
Staff Initials	Fill in and print out this form.  For information, please call (213) 978-1655.	FAILURE TO COMPLETE ALL ITEMS WILL RESULT IN DELAYS.				
		Application Date	ICTS Status Code: For Office Use Only			
Employee ID	Last Name	First Name		M.I.		
	Employee ID	Driver's License Number				
	Department Name	Payroll Fund Number	Class Title			
M. I.	Continuous Service Date	Work Shift (4/10, 5/40, 9/80, ect)		Start Time	End Time	
	Work Address: Building Name or Street Address		Room Number	YTD Miles: For Office Use Only		
	Mail Stop	Work Telephone Number		For this application to be approved a completed Mileage Justification Form must be attached.		
Groupwise E-mail Address						
First Name	List below the vehicle(s) you will be driving to work.					
	Vehicle(s)	Vehicle License Number	Make/Model	Year		
	Car #1					
	Car #2					
	Car #3					
	Car #4					
	Car #5					
Side Line For Office Use Only: Last Name	Note: You may only receive one transportation benefit. Failure to disclose any of the information below may result in disciplinary action.			YES	NO	
	Do you currently receive Transit Subsidy?					
	Are you currently a full-time passenger in a City-sponsored Vanpool? If yes, list vanpool #:					Vanpool #
	Do you currently possess any other type of parking permit? If yes, please list permit # and type of permit:					Permit # and Type
	I hereby authorize the City of Los Angeles Commute Options & Parking Section (COPS) to deduct from my wages/salary the fee for employee parking. This authorization shall be in effect until I 1) RELINQUISH MY PERMIT/KEYCARD AND 2) SUBMIT A NOTICE to stop the deduction. If, at any time, the amount of said fees are changed by the City, COPS is hereby authorized to change the deduction from my salary/wages accordingly. COPS may cancel this deduction if I fail to meet the terms and conditions of the Employee Parking Program. I must abide by the Parking Rules issued to me or my parking permit and all parking privileges may be revoked or suspended for a minimum of one year. I understand that I cannot be refunded for more than three months of parking fees.					
Applicant Signature					Date	