

UNITED STATES DISTRICT COURT  
DISTRICT OF CONNECTICUT

FILED

2011 JAN 31 A 9:17

U.S. DISTRICT COURT  
NEW HAVEN, CT

TRANSPORTATION SUBSIDY PROGRAM

(Approved: January 28, 2011)<sup>1</sup>

**I. INTRODUCTION**

The United States District Court for the District of Connecticut, in accordance with 5 U.S.C. § 7905, has established a Transportation Subsidy Program (“Program”) to encourage employees to use means other than single-occupancy motor vehicles to commute to or from work.<sup>2</sup> This Program allows eligible employees to receive a tax-free transportation benefit of up to one hundred dollars (\$100.00) per month. This tax-free transportation benefit is provided in the form of a cash reimbursement paid quarterly to employees participating in the Program.

The Court has decided to establish this Program to encourage 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 PROGRAM POLICIES**

**A. *Eligibility***

This Program applies to all full-time and part-time, permanent and temporary (term) employees of the District Court Clerk’s Office and District Court Chambers Staffs.

**B. *Funding***

Local Court funds, when available, will be used to support the Program. Participating employees may receive up to one hundred dollars (\$100.00) per month as reimbursement for public transportation expenses. 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.

**C. *Maximum Benefits***

The transportation benefit received cannot exceed the actual monthly commuting expenses of the participant.

---

<sup>1</sup>The Plan adopted on this date supersedes all prior plans.

<sup>2</sup>The program covers public transportation expenses incurred while commuting to or from work, including buses, trains and official vanpools.

#### **D. *Misrepresentation***

The transportation benefit is for the sole purpose of participating employees commuting to or from work. Employees may not let another person use their transit pass. Employees also may not use the transit pass for a purpose other than commuting to or from work.

In substantiated cases of misrepresentation to obtain or misuse a transportation benefit, at a minimum, action will be taken to recover the reimbursed amount, suspend employee participation in the Program, and possibly initiate disciplinary action.

### **III. RESPONSIBILITIES**

A. The Clerk or his/her designee shall:

1. be responsible for the management and administration of the Program to protect against fraud, waste, abuse, mismanagement, or misappropriation;
2. provide oversight of the program;
3. serve as the approving official for transportation benefits; and
4. prepare reports as required.

B. The Court Procurement Officer, under the supervision of the Clerk or his/her designee, will be responsible for the disbursement process.

C. Participants shall complete and sign two forms to enroll in the Program:

1. Agreement (Exhibit E-1); and
2. Re-certification Statement (Exhibit E-2).

In addition, participants must submit receipts or other documentation as proof of transportation expenses incurred.

### **IV. TRANSPORTATION SUBSIDY PROCEDURES**

#### **A. *Enrollment***

1. Enrollment in the Program is limited to monthly commuting expenses, such as monthly transit passes. Occasional public transportation expenses are not reimbursable.

2. Employees who wish to participate in the Program are required to submit a signed Agreement (Exhibit E-1) that states the following:
  - a. the method of commuting to be used and the expected monthly cost;
  - b. that they will use the public transportation for which they seek a transit subsidy solely for the purpose of commuting between their residence and their permanent duty station at the United States District Court;
  - c. that they will not use the transit pass for any purpose other than commuting to or from work; and
  - d. that they will not sell or let any other person use the transit pass.

To be eligible to receive a transportation reimbursement, employees participating in the Program must re-enroll quarterly by submitting a signed Agreement to the Chief Deputy or his/her designee quarterly, based on the schedule provided. (See Exhibit E-3).

3. In addition, employees must submit a Re-certification Statement (Exhibit E-2) stating the following:
  - a. that the employee is eligible for a transportation benefit for the period for which reimbursement is sought;
  - b. that the employee used public transportation to commute to or from work. (Note: Any changes in the mode of public transportation and cost must be noted in the re-certification statement.)
  - c. the cost of their commute to or from work;
  - d. that the expenses were incurred solely while using public transportation at or near his/her permanent duty station in the performance of official work duties;
  - e. that the employee used his/her transit pass solely for the purpose of commuting to or from work; and
  - f. that funds received as transit reimbursements are subject to recovery for misrepresentation.

To be eligible to receive a transportation reimbursement, employees participating in the Program must submit a signed Re-certification Statement to the Chief Deputy or his/her designee quarterly, based on the schedule provided. (See Exhibit E-3).

**B. *Distribution of Transportation Subsidy Reimbursements***

1. Transportation subsidy reimbursements will be made quarterly, by the 25<sup>th</sup> day of the month following the end of the quarter. Requests for reimbursement that are submitted after the 25<sup>th</sup> for a given quarter will be considered untimely. Such requests are not reimbursable.
2. Employees participating in the Program will be required to sign an acknowledgment upon receipt of the transportation subsidy reimbursement check. The executed acknowledgment is to be returned to the Chief Deputy or his/her designee, who will then forward it to the Personnel Office for inclusion in the employee's personnel file.

**V. APPROVAL OF THE TRANSPORTATION SUBSIDY PROGRAM**

In order to assure the proper administration of the Transportation Subsidy Program, the Court adopts this plan this 28<sup>th</sup> day of January 2011.



Alvin W. Thompson  
Chief United States District Judge

**EXHIBIT E-1**

**AGREEMENT\*  
TRANSPORTATION SUBSIDY PROGRAM**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

1. Listed below are the types of public transportation I plan to use for my daily commute for the quarterly period that includes the months of \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_, 20\_\_:

Month: \_\_\_\_\_ Type of Public Transportation: \_\_\_\_\_

Monthly Cost: \_\_\_\_\_ Vendor: \_\_\_\_\_

Month: \_\_\_\_\_ Type of Public Transportation: \_\_\_\_\_

Monthly Cost: \_\_\_\_\_ Vendor: \_\_\_\_\_

Month: \_\_\_\_\_ Type of Public Transportation: \_\_\_\_\_

Monthly Cost: \_\_\_\_\_ Vendor: \_\_\_\_\_

Total Quarterly Cost: \_\_\_\_\_

2. Please enroll me in the Transportation Subsidy Program. I understand that any transportation reimbursement I am eligible to receive will be provided exclusively for expenses I have personally incurred for my daily commute using public transportation between my residence and my permanent duty station at the United States District Court. I will not use my transit pass for any purpose other than commuting to or from work. I also will not sell or let any other person use my transit pass.
3. My signature certifies and acknowledges that I will use the form(s) of public transportation listed above on a regular basis in accordance with the Transportation Subsidy Program requirements.

Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

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

\* To be eligible to receive a transportation reimbursement, employees participating in the Transportation Subsidy Program must re-enroll quarterly by submitting a signed Agreement to the Chief Deputy or his/her designee quarterly.

**EXHIBIT E-2**

**RE-CERTIFICATION STATEMENT\*  
TRANSPORTATION SUBSIDY PROGRAM**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Permanent Duty Station: \_\_\_\_\_

Type of Public Transportation Used: \_\_\_\_\_ Vendor: \_\_\_\_\_

Time Period (e.g. 1/01/09 - 3/01/09): \_\_\_\_\_ # of Months: \_\_\_\_\_

Total Quarterly Cost: \_\_\_\_\_ Total Reimbursement Requested: \_\_\_\_\_

List Proof of Payment and attach to this form: \_\_\_\_\_  
(e.g. receipt, copy of canceled check, etc.)

---

I hereby certify that I am eligible for a transportation benefit for the time period stated above. Accordingly, I hereby request reimbursement for mass transit expenses incurred in commuting to or from work according to the Transportation Subsidy Program of this Court for the time period and the amount listed above.

By signing my name below, I certify that I incurred these expenses while using public transportation at or near my permanent duty station in performance of my official work duties. I have attached proof of payment of same. I also certify that I used my transit pass solely for the purpose of commuting to or from work.

I understand that if I have misrepresented any information on this or any other relevant form, the District Court Clerk's Office may take action against me to recover the reimbursed amount, suspend my participation in the Transportation Subsidy Program, and possibly initiate disciplinary action against me.

Date: \_\_\_\_\_ Employee's Signature (required):  
\_\_\_\_\_

Date: \_\_\_\_\_ Signature of Clerk or Designee (required):  
\_\_\_\_\_

To be eligible to receive a transportation reimbursement, employees participating in the Transportation Subsidy Program must submit a signed Re-certification Statement to the Chief Deputy or his/her designee quarterly.

### EXHIBIT E-3

#### SCHEDULE TRANSPORTATION SUBSIDY PROGRAM

Employees participating in the Transportation Subsidy Program must re-enroll quarterly by submitting a signed **Agreement** to the Chief Deputy or his/her designee. To assist in the administration of the Program, the **Agreement** should be submitted based on the schedule below.

Quarter	Months Included in Quarter	Due Date
First	October, November, December	October 10
Second	January, February, March	January 10
Third	April, May, June	April 10
Fourth	July, August, September	July 10

Employees participating in the Transportation Subsidy Program must submit a signed **Re-certification Statement** quarterly to the Chief Deputy of his/her designee. To assist in the administration of the Program, the **Re-certification Statement** should be submitted based on the schedule below.

Quarter	Months Included in Quarter	Due Date
First	October, November, December	December 10
Second	January, February, March	March 10
Third	April, May, June	June 10
Fourth	July, August, September	September 10