



SMITH COLLEGE.

Transit Reimbursement Request Form

Please return completed form with attached copy of monthly or weekly transit pass receipt to Human Resources, Garrison Hall, 42 West Street. Please call extension 2260 if you have any questions.

The subsidy is valid only for employees who do not live in the area served by the Five College bus routes (those routes that are subsidized through Five Colleges Inc. – PVTA routes B38, B39, M40 and B43) which already offer free passage during the academic year.

Employee/Payment Request Information

Employee Name: _____

Smith ID Number: _____ Department: _____

Bus Route	Pass Amount	Employee Amount Requested (50% of pass Amount)	Human Resources Amount Approved
	\$		\$

Dates of Transit Pass: From: _____ To: _____

Employee Certification

Employee Certification and Signature:

I certify that I have read, understood and intend to comply with Smith College’s Transit Subsidy policy. I have attached a copy of my monthly or weekly transit pass receipt.

_____/_____
Employee Signature *Date*

_____/_____
Human Resources’ Signature *Date*

Human Resources Processing Use Only

<input type="checkbox"/> Approved	Reimbursement processed in BW <input type="checkbox"/>	<input type="checkbox"/> Receipt attached
<input type="checkbox"/> Returned	Reason Returned:	