

Human Services Mass Transit Reimbursement Procedure

03-012.00

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Department of Human Services **Mass Transit Reimbursement Procedure**

Department employees, not covered for areas where the Department has approved participation in the UTA Eco program, may be reimbursed subject to the following:

- I. Reimbursement is subject to State policy.
- II. Reimbursement is limited to monthly reimbursement at 90 percent of the employee's purchase price for the bus or train pass. (See State accounting policy FIACCT 05-03.01 regarding payment limit.)
- III. The employee must provide evidence to support the purchase. The evidence along with supervisor approval will need to be kept with the supporting documentation for the reimbursement.
- IV. Accompanying each reimbursement request, the employee must sign a statement that they either have or will ride the bus (or train) 10 times during the month.
- V. Reimbursement is subject to available funds. The Division or Department may further restrict reimbursement participation for mass transit costs.