# Metro/Transit Pass Reimbursement Form

**Program Regulations:**

- Utilizing the chart below, indicate how you *arrived to campus*. Fill in the chart completely, no days should be left blank. You must participate at least 70% of your scheduled workdays to meet program eligibility.
- Eligible non-permit holders receive 100% reimbursement of the monthly Metro monthly pass cost (max $75).
- Eligible permit holders receive 25% reimbursement of the monthly Metro monthly pass cost (max $19).
- Eligibility for reimbursement will be contingent upon use of OCTA buses for that month of reimbursement.
- You will receive your reimbursement check at your home within five weeks of submittal.
- Return this form by the 5th working day of the following month. LATE FORMS WILL NOT BE ACCEPTED.
- For complete policies and procedures visit: www.parking.fullerton.edu

### Mode Chart

A) Compressed Work Day  
B) Bicycle  
C) Carpool~ Indicate the # of carpoolers in your carpool, e.g. C2, C3, ...

D) Drove Alone  
E) Telecommute  
W) Walk  
VP) Vanpool  
P) Public Transit (Bus)  
S) Sick Day  
T) Train  
V) Vacation

O) Other-Jury Duty, not scheduled to work, reported to another worksite, reported to work before 6:00 a.m. or after 10:00 a.m.

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### Example for tracking commuting days:

```
1  P  2  D  3  P  4  P
```

Please complete in ink.

<table>
<thead>
<tr>
<th>FIRST NAME</th>
<th>LAST NAME</th>
<th>MONTH OF PARTICIPATION</th>
<th>CAMPUS WIDE ID (CWID) NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Primary Phone Number

DEPARTING CITY

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**Please list any changes from the prior month (address, work location, work hrs, permit purchase/turned in)**

SIGNATURE

DATE

My signature below verifies that the information I have provided on this document is true and complete to the best of my knowledge. I have read the Commuter Choice program policies and procedures and agree to the terms. I understand that falsification of any information on my monthly tracking form will result in program disqualification.
All Commuter Choice Programs are funded through parking fines.
California State University, Fullerton
Transportation Services (657) 278-4699
Fullerton, California 92834
www.parking.fullerton.edu

Fold with Address Side out to return form by non-campus mail
Staple or tape open edges
Or place in intercampus envelope and mail to T-14

Parking & Transportation Services
T-1400
California State University, Fullerton
800 North State College Blvd
Fullerton, California 92834