



TRANSPORTATION ALTERNATIVES PROGRAM (TAP) MONTHLY EMPLOYMENT/WORK STATUS REPORT

To all supervisors: All volunteers and unpaid interns who commute to work by bus and/or trolley in a given month are eligible to receive a free PRONTO card for that month through the City's MTS U-Pass program.

The intern/volunteer must provide this completed form monthly to the TAP Coordinator. Completed form can be emailed to TAPAdmin@sandiego.gov or interoffice mailed to MS 51B.

Please review the following U-Pass eligibility guidelines with your employee/volunteer:

- Intern/volunteer must **be anticipated to work during the month of U-Pass enrollment.**
- PRONTO cards are for the exclusive use of the employee and cannot be sold, loaned, or given to any other person for any reason.

Better Impact Program Intern/Volunteer Name:

Intern/Volunteer ID Number:

Intern/Volunteer email address:

Work Status (check one): Volunteer Intern

I verify that the above mentioned is currently under my direct supervision and is scheduled to work (#) of days during the month of (Month/Year of pass being requested for)

The above employee is scheduled to end employment in our department on (Month/Year).

Supervisor's Signature Supervisor's Printed Name Date

Department/Division Supervisor's email Supervisor's Phone

Thank you for your assistance. Please contact the TAP Coordinator if you have any questions. TAPAdmin@sandiego.gov Tel, (619) 236-6704 or (619) 533-6418