



# Transportation Alternatives Program Daily Parking Reimbursement Request

## READ COMPLETE GUIDELINES AND INSTRUCTIONS FOR PROCESSING REIMBURSEMENT REQUEST

Per the MOU, "Employees participating in the Transportation Alternative Program (TAP) [and uses parking at the Concourse Parkade, Central Library, or Civic Center Plaza] shall pay 50 percent of the public daily rate, for up to fifty-two occurrences per year."

Employee understands they will pay full price of the public daily rate and will be reimbursed 50 percent of this rate on their next paycheck after submitting the Daily Parking Reimbursement Request.

This form must be completed and submitted to TAPAdmin@sandiego.gov by the end of business on the Wednesday before each non-payday Friday to ensure reimbursement is on their next paycheck.

Reimbursement Requests must be submitted within 30 days of cost incurred. Requests made outside of this time frame may be denied.

In-and-Out privileges are no longer available at City-owned parking facilities downtown. Leaving and re-entering a parking facility on the same day will result in additional expense.

Failure to provide proof (s) of purchase will result in delayed and/or denied reimbursement.

I, \_\_\_\_\_, PERNR,

Paid out of pocket amount of \$ \_\_\_\_\_

Date(s) of Purchase: \_\_\_\_\_

Purchased at (Select One): \_\_\_\_\_

Department/Division \_\_\_\_\_

Payroll Specialist's Name: \_\_\_\_\_

I am requesting a payroll reimbursement for 50% of the total amount listed above. I have read the guidelines and instructions on the right side of this form.

Claimant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Copy of Receipt(s) Below (please attach additional page(s) if needed):