

UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF MARYLAND



CLERK'S OFFICE  
TRANSIT SUBSIDY POLICY

SEPTEMBER 2017

## I. Introduction

The U.S. District Court for the District of Maryland participates in the Transit Subsidy Program to reward the use of public transportation which helps to alleviate traffic congestion, eases air pollution and helps relieve our parking problems. Participation in this program demonstrates the court's commitment to its employees for the service they provide to all stakeholders.

The Transit Subsidy Program allows eligible employees who use approved public transportation to receive a transportation benefit as long as funding is available. Employees are allowed the maximum benefit per IRS guidelines, or the actual cost of transportation, whichever is less. In 2017, this amount was \$255 per month, but employees are encouraged to review IRS guidelines to find the current maximum benefit. If the employee's cost of transportation should increase or decrease, the employee should submit a new Agreement Form and immediately notify the Finance Department. ***If the employee is going to be on extended leave, it is the employee's responsibility to notify the Finance Department so that the transit subsidy amount can be decreased. If the employee fails to notify the Finance Department prior to the extended leave, the following month's transit subsidy amount will be decreased instead.*** Employees should never receive more in transit subsidy than the actual cost.

## II. Transit Subsidy Information

### A. Eligibility

1. All permanent employees of the U.S. District Court for the District of Maryland are eligible.
2. All term and temporary employees of the U.S. District Court for the District of Maryland appointed for 90 days or more are eligible.
3. Employees agree to use a form of public transportation which is eligible for transit subsidy and to certify monthly (by signature and submission of prior months receipts or previous month's voucher) that they are using such transportation for their own daily commute to work.
4. Employees who use court parking spaces on a regular basis are ineligible to participate in the Transit Subsidy Program. If the employee declines the court parking space and elects to commute on a daily basis using a form of public transportation, the employee would then be eligible to participate in the Transit Subsidy Program. This does not preclude employees who participate in the Transit Subsidy Program on a regular basis from using court parking spaces on an occasional basis in certain limited circumstances.

## B. Funding

This program is subject to the availability of funding. The amount of money to be used by the U.S. District Court for transit subsidy for a full time employee will total the maximum per month that is allowable by the IRS, or the actual cost of transportation, whichever is less. The transit subsidy for a part-time employee will be appropriately pro-rated based upon their tour of duty.

## III. Transit Subsidy Procedures

### A. Sign-Up

1. When signing up for the program, eligible employees must indicate their proposed method of commuting and monthly cost and certify they will use transit subsidy for commuting between their residence and the U.S. District Court on a regular basis. The attached Agreement Form should be completed and submitted to the Finance Department by the 15th day of the month prior to the effective date. For example, to utilize the transit subsidy benefit beginning on September 10, the Agreement Form must be received by August 15.
2. Employees are required to notify the Finance Department should they wish to change, suspend or discontinue participation in the Transit Subsidy Program. Absent such notification, when a participating employee receives his or her monthly transit vouchers, the employee is re-certifying that public transportation is still being used and that the amount they are receiving is still the cost of the chosen means of transportation.

### B. Distribution of Transit Subsidy

1. Transit funds will be loaded monthly.
2. To obtain transit subsidy vouchers, employees are required to submit an agreement form. These forms must be approved before an employee is eligible.

Approved September 2017

# U.S. District Court Transit Subsidy Program Agreement Form

Check the type(s) of public transportation you will use for your daily commute and indicate the monthly cost.

- County/Commuter Bus  
Bus Name/Number: \_\_\_\_\_ Monthly Cost: \_\_\_\_\_
- Light Rail  
Monthly Cost: \_\_\_\_\_
- MARC Train  
Monthly Cost: \_\_\_\_\_
- Metro Subway  
Monthly Cost: \_\_\_\_\_
- Metrobus  
Monthly Cost: \_\_\_\_\_
- Vanpool  
Name of Vanpool: \_\_\_\_\_ Monthly Cost: \_\_\_\_\_
- Other (Describe): \_\_\_\_\_ Monthly Cost: \_\_\_\_\_

Total Monthly Cost: \_\_\_\_\_

- I would like to participate in the Transit Subsidy Program.
- I understand that the transit subsidy is provided for my personal use only and for my daily commute using public transportation.
- I understand that I am not to sell or let any other person use my transit subsidy vouchers.
- If there is a change in the type of public transportation I use to commute to work, or I wish to suspend or discontinue participation in the program, I agree to notify the Finance Department.

My signature certifies and acknowledges that I agree to use an approved form of public transportation in accordance to the Transit Subsidy Policy requirements.

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Date: \_\_\_\_\_

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Approved: \_\_\_\_\_ Amount to be Received: \_\_\_\_\_