

TRANSIT SUBSIDY AGREEMENT

A transit subsidy program is available to current permanent employees of the United States District Court, District of Delaware. The court expenditure will be limited to \$125.00 or less per month either in DART cards, SEPTA passes, or reimbursement for parking. Any costs above this limit incurred for transit will be paid by the employee.

Reimbursement for parking will require the submission of parking receipts.

Participation in the parking program shall only occur at the beginning of each quarter – January, April, July or October.

An employee cannot be reimbursed for more than one type of transit.

Participants will receive one of the following: (Please check one)

- New Castle County bus riders: 1 DART Card with fare value of \$60.00 no more frequently than 1 card every 4 weeks.
- SEPTA riders: A SEPTA pass that costs no more than \$125.00 per month. Submit receipt monthly for reimbursement. Reimbursement will occur at the end of each Fiscal Quarter, provided funds are available.
- Parkers: Reimbursement up to \$125.00 per month with valid receipts. Reimbursement will occur at the end of each Fiscal Quarter, provided funds are available.

The following conditions apply:

- DART cards may be picked up from Finance.
- DART cards remain the property of the court and are to be turned in upon separation from the court.
- Transit passes are to be used for transportation to and from work by court employees only.
- DART cards may not be exchanged for cash.
- Lost DART cards must be immediately reported to HR. Repetition of losing cards will cause a re-evaluation of participation for that employee.

I have read and understand the conditions of this agreement and agree to adhere to the terms listed above. I also understand that any violation of the above may result in cancellation of my participation in the program.

SIGNATURE _____

DATE _____

PRINT NAME _____

Revised 7-2022