

# CRISTA Ministries Commute Subsidy Application

- ☐ Q1/Jan-March (paid 2/7, 3/7 & 4/7)      **Select Current**      ☐ Q2/April-June (paid 5/7, 6/7 & 7/7)  
☐ Q3/July-Sept (paid 8/7, 9/7 & 10/7)      **Quarter Only**      ☐ Q4/Oct-Dec (paid 11/7, 12/7 & 1/7)

Quarterly re-enrollment is required to receive the carpool subsidy or alternate parking benefits.  
Application deadline is the 1st of the month (example: turn in no later than 8/1 for July subsidy benefit).  
Subsidies go into effect the date Payroll receives them - there are no retroactive payments.  
Once each quarter is complete, payment will automatically be stopped if a new form is not received.  
The Commute Subsidy Program and alternate parking benefits both have an amount of \$25.00 per month.

For questions about the Commute Subsidy Program, email Human Resources at [HR@crista.net](mailto:HR@crista.net)  
Submit completed & approved applications to Payroll via email at [payroll@crista.net](mailto:payroll@crista.net)  
To apply for a carpool hangtag (Shoreline campus only), email El'Kahn Thompson at [security@crista.net](mailto:security@crista.net)

Name (Print Clearly) \_\_\_\_\_ Ministry: \_\_\_\_\_

Work e-mail: \_\_\_\_\_ Phone ext.: \_\_\_\_\_

LOCATION: ☐ Shoreline campus ☐ Camps ☐ CRISTA Shores ☐ KWPZ

Please confirm you meet ALL of the following requirements in order to qualify for the Commute Subsidy Program:

- ☐ You are regular part time or full time (temporary, on-call and per diem staff are not eligible)
- ☐ You live at least 1/2 mile away from your work location
- ☐ You will commit to one or more commute alternatives at least three times a week (check all commuting options that apply): ☐ walk ☐ bike ☐ bus ☐ ferry ☐ train ☐ carpool ☐ vanpool

If you are continuing your alternate parking benefit (Shoreline Campus only), please check here: ☐

*Qualifiers for carpools and vanpools:*

You must ride with a **minimum of one other active CRISTA employee** OR you can ride with **two others, either King's students (with one being of driving age) and/or non-employees.**

Carpool/Vanpool Name and/or Student Name	Relationship
	<input type="checkbox"/> employee <input type="checkbox"/> King's student (16+ only) <input type="checkbox"/> other
	<input type="checkbox"/> employee <input type="checkbox"/> King's student (16+ only) <input type="checkbox"/> other
	<input type="checkbox"/> employee <input type="checkbox"/> King's student (16+ only) <input type="checkbox"/> other
	<input type="checkbox"/> employee <input type="checkbox"/> King's student (16+ only) <input type="checkbox"/> other

By signing this form, the employee assumes the responsibility of communicating with their manager if their commuting situation changes. Employee **must renew & submit this application quarterly** to Payroll in order to receive the subsidy and understands late submission will not provide retroactive benefits. The manager's signature verifies the employee's usage of alternate modes of transportation or alternate parking methods and authorizes their department to be billed \$25 monthly. All commute subsidies will be paid to CRISTA employees via paycheck.

Employee signature: \_\_\_\_\_

Date: \_\_\_\_\_

Manager signature: \_\_\_\_\_

Date: \_\_\_\_\_