

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 subsidy benefit.
 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. You must re-enroll quarterly.
 The Commute Subsidy Program benefit amount will be \$25.00 per month.

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

Name (Print Clearly) _____ Ministry: _____

Work e-mail: _____ Phone ext.: _____

LOCATION: Shoreline campus Camps CRISTA Shores KWPZ

You must meet each of the following requirements in order to qualify for the Commute Subsidy Program:

- Be a regular part time or full time employee of CRISTA (temporary or on-call staff are not eligible)
 - Live at least 1/2 mile away from your work location
 - Commit to one or more commute alternatives at least three times a week (check all that apply)
- walk bike bus ferry train carpool vanpool

Qualifiers for carpools and vanpools:

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

Please list carpool/vanpool members:

	<input type="checkbox"/> employee	<input type="checkbox"/> student	<input type="checkbox"/> other
	<input type="checkbox"/> employee	<input type="checkbox"/> student	<input type="checkbox"/> other
	<input type="checkbox"/> employee	<input type="checkbox"/> student	<input type="checkbox"/> other
	<input type="checkbox"/> employee	<input type="checkbox"/> student	<input type="checkbox"/> other

By signing this form, the employee assumes the responsibility of communicating with his/her manager if his/her commuting situation changes. He/she **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 and authorizes their department to be billed \$25 monthly. All commute subsidies will be paid to CRISTA employees via his/her paycheck.

Employee signature: _____ Date: _____

Manager signature: _____ Date: _____