



LTD Bus Pass Reimbursement

PURPOSE:

To establish a procedure for City of Springfield employees to receive a 60% reimbursement on the purchase of Lane Transit District (LTD) bus passes used for commuting to and from work.

SCOPE:

This procedure applies to all City of Springfield employees who utilize LTD bus services for work-related commuting.

PROCEDURE:

1. Purchase of Bus Passes

- 1.1. Employees may purchase LTD bus passes at any authorized LTD Service Center.
- 1.2. Employees may choose between a monthly bus pass or a three-month discounted pass, both available through LTD Service Centers.

2. Reimbursement Process

- 2.1. The City will reimburse 60% of the total cost of the eligible LTD bus pass.
- 2.2. To request reimbursement, employees must submit the following to the Finance Department:
 - 2.2.1. A completed Bus Pass Reimbursement Voucher form.
 - 2.2.2. The original receipt for the bus pass purchase.
- 2.3. Reimbursements will be processed via ACH payment.
- 2.4. Approved reimbursements will be included in the next scheduled check run.

RESOURCES:

Form:

1. [ACH Agreement](#)

2. [Travel Expense Reimbursement Request](#)