



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.

POLICY:

City employees may purchase bus passes at any authorized LTD service center. Monthly bus passes may be purchased by the month or on a three-month discount plan pass that is available at LTD Service Centers. The City will reimburse 60% of the cost of a Lane Transit District (LTD) bus pass.

Employees must submit to finance a completed bus pass reimbursement voucher form and the original receipt for the purchased bus pass. Finance Department will process requests for reimbursement through ACH payment. Employees will be reimbursed on the next check run after approval.

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](#)