

Public Transportation Subsidy Program Transit Expense Worksheet

Instructions: Calculate your total monthly transit expenses for your commute to and from work. List your mode of transportation and how much it costs you daily, weekly and/or monthly. Using the worksheet below, convert all costs to a total monthly amount. It is possible that an employee may have a combination of daily, weekly or monthly expenses in computing their total monthly transportation expenses.

Remember: Parking fees are not allowed and cannot be included when computing monthly transit costs. If you are a person with a disability or senior citizen receiving reduced fare rates, you must calculate your costs based on the reduced rates you pay.

Note: This worksheet will assist employees in computing their usual monthly transit commuting costs.

Mode of Transportation		Daily Expense	Weekly Pass Expense	Monthly Pass Expense
Bus to Work (Local)	<input type="checkbox"/>	Name of Company	\$	
Bus from Work (Local)	<input type="checkbox"/>	Name of Company	\$	\$
Other Bus Mode to Work (Commuter or County)	<input type="checkbox"/>	Name of Company	\$	
Other Bus Mode from Work (Commuter or County)	<input type="checkbox"/>	Name of Company	\$	\$
Rail to Work (Light Rail or Subway)	<input type="checkbox"/>	Name of Company	\$	
Rail from Work (Light Rail or Subway)	<input type="checkbox"/>	Name of Company	\$	\$
Commuter Rail to Work (Train)	<input type="checkbox"/>	Name of Company	\$	
Commuter Rail from Work (Train)	<input type="checkbox"/>	Name of Company	\$	\$
Other (Specify)	List Mode to Work	Name of Company	\$	
	List Mode from Work	Name of Company	\$	\$
Van Pool (cost per month)	<input type="checkbox"/>	Name of Company		\$
Total			\$	\$

Converting Daily and Weekly Commuting Costs to a Total Cost Per Month

40-Hour Workweek Schedule Conversion

Note: Complete the section below that best applies to your work schedule

Eight (8) Hour Workday Conversion			Nine (9) Hour Workday Conversion			Ten (10) Hour Workday Conversion		
Daily cost	No. days worked	Total cost per month	Daily cost	No. days worked	Total cost per month	Daily cost	No. days worked	Total cost per month
\$	X	\$	\$	X	\$	\$	X	\$
Flexiplace/Telecommuter/Part-time Schedule Conversion						Weekly Pass Conversion		
Complete if you regularly work less than 5 days per week in the office (Telecommuter, part-time, etc.)						Weekly pass cost	Number of weeks worked per month	Total cost per month
Daily transit cost		No. days worked per month	Total cost per month			\$	X	\$
\$		X	\$			Total Commuting Costs		
Employee name (Print clearly)			Employee SEID number			Total daily cost per month (if any)		\$
						Total weekly cost per month (if any)		\$
Employee signature			Date signed			Total monthly cost per month (if any)		\$

My grand total monthly transit commuting costs rounded to the nearest dollar is: \$