



EMPLOYEE BICYCLE COMMUTER INCENTIVE POLICY

Salt Lake County employees who are benefits eligible and commute to work by bicycle may qualify for an incentive of \$25 per month for bicycling to and from work on a regular basis. The incentive is taxable. If you bike to work 50% of the time or more during a month, you are eligible for this incentive. You are **not eligible** if you drive or ride in a vehicle that is not part of motor pool for any part of your commute, but you may use mass transit in combination with your bike.

To receive the incentive for those months where you qualify, you must fill out the certificate below for each calendar quarter with your name and information and send it to **<contact> by <date>** of the month following the end of the applicable quarter. The calendar quarters end on March 31, June 30, September 30, and December 31. Your quarterly benefit should be paid within (30) days after your timely application is received.

EMPLOYEE BICYCLE COMMUTER REIMBURSEMENT CERTIFICATE

For the applicable calendar quarter, I certify I biked to work at least 50% of my scheduled workdays during the following months.

Month(s)/Year: ____/____, ____/____, ____/____.

This incentive encourages bike commutes by defraying the cost of such commutes. Disclosure of your actual costs and commuting distance is voluntary, but will be helpful in evaluating the effectiveness of the incentive.

My costs for commuting by bike during this quarter were:

(For example reflective or rain gear, bike, lock, tires, locker rental, repairs, and accessories)

My one-way bike commute distance is: _____ miles.

Name: _____ EIN: _____
(Please print name)

Signature: _____ Date: _____

(Place for initials) I understand and agree that participation in the Employee Bicycle Commuter Reimbursement Program does not make Salt Lake County responsible for any damage or injury to myself or others while commuting on a bicycle.