

Reimbursement for Chinatown Campus, St. Mary's and Nearby Outside Sites Parking Portsmouth Square or St. Mary's Garage – 2007-2008

Who is Eligible

- Under the AFT/District contract you are eligible for partial reimbursement of your 2007-2008 parking fees at Portsmouth Square Parking Garage on weekdays and at St. Mary's Garage on weekends. Reimbursement is for your parking fees incurred while teaching at St. Mary's and nearby outside sites - such as First Chinese Baptist Church - of the Chinatown Campus.
- Faculty members are eligible to have up to 50% of their parking costs reimbursed until the fund is depleted.
- If there are not sufficient funds to pay for a 50% reimbursement, each faculty member participating in the program will receive the same (lesser) percentage reimbursement.
- A committee composed of union reps, faculty and one administrator, will review the submitted requests at the end of the semester and determine the amounts to be reimbursed.

How and When to Submit Requests

- Only receipts for parking on assigned working days during the time the faculty member is actually working at St. Mary's and nearby outside sites - such as First Chinese Baptist Church - of the Chinatown Campus will be eligible for reimbursement.
- You must list your teaching hours and submit receipts in **chronological order** for those hours.
- Submit your receipts to Annie Wong, Chinatown Campus, or to the AFT office no later than May 22, 2008.
- We encourage you to list your receipts on an electronic Excel spreadsheet that will automatically calculate the totals and save you a lot of time. Available at www.aft2121.com or call AFT at 585-2121.
- Alternatively you may list your receipts on the attached forms and calculate the total manually.
- You must include your signature on the form. Be sure to keep a copy of your submitted form and receipts for your records.

Name: _____ Faculty I.D. #: _____

Address: _____ Telephone #: _____

Teaching Schedule

Assignment Dates (If other than semester-long)

Class 1:	_____ am/pm	_____ am/pm	M	T	W	R	F	S	S	_____
Class 2:	_____ am/pm	_____ am/pm	M	T	W	R	F	S	S	_____
Class 3:	_____ am/pm	_____ am/pm	M	T	W	R	F	S	S	_____
Class 4:	_____ am/pm	_____ am/pm	M	T	W	R	F	S	S	_____
Class 5:	_____ am/pm	_____ am/pm	M	T	W	R	F	S	S	_____
Class 6:	_____ am/pm	_____ am/pm	M	T	W	R	F	S	S	_____

I hereby certify that I incurred the following parking charges at the Portsmouth Square or St. Mary's Garage in association with my scheduled teaching assignment. The relevant receipts are attached.

Signature _____ Date _____

(turn over)

