



ACADEMIC AFFAIRS

PART-TIME NON-TENTURED TRACK TRANSPORTATION SUBSIDY PROGRAM

The Office of the Provost and the Department of Public Safety are pleased to be able to continue this program. Faculty who are ***non-benefits eligible (less than 4/7ths contract)*** are eligible for this transportation subsidy. This benefit is awarded on a first-come, first-served basis, while funds last, the Office of the Provost will reimburse any non-benefits eligible faculty member for 50% of either a campus parking pass or an ORCA transit card.

Steps for non-benefits eligible faculty to request reimbursement for the ORCA card or parking pass subsidy:

- The faculty member will purchase either the ORCA card or a parking pass (for as many days as it will be utilized) from the Office of Public Safety. Prices and information can be found here: <https://www.seattleu.edu/transportation/parking/>.
- The faculty member will submit receipt(s) and SU ID number to Senior Administrative Assistant, Lindsay Nakatani at lnakatani@seattleu.edu, who will submit the 50% reimbursement request.
 - Note that receipts may be submitted for purchases already made during the current quarter.
 - Note that passes can still be purchased, and receipts submitted, for the current quarter.

This transportation subsidy is a taxable benefit and will continue for the remainder of this academic year. Please reach out to Associate Provost Kathleen La Voy at doc@seattleu.edu with any comments, questions or concerns.