



ACADEMIC AFFAIRS

PART-TIME ADJUNCT FACULTY TRANSPORTATION SUBSIDY PROGRAM

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

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

- The faculty member will purchase either the ORCA transit card from the Office of Public Safety in the Columbia Building or a SU parking pass online through the Permit Store (<https://seattleu.thepermitstore.com/>)
Prices and information can be found here: <https://www.seattleu.edu/transportation/parking/>.
- The faculty member will complete the Faculty Stipend Form (<https://www.seattleu.edu/media/academic-affairs/Faculty-Stipend-Request.pdf>) and submit receipt(s) to Academic Budget Manager, Jen Olsen at jolsen1@seattleu.edu, who will submit the 50% reimbursement request to Human Resources. Please indicate your SU ID in the form.
 - 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.

Please submit reimbursement requests once per term.

This transportation subsidy is a taxable benefit and will continue for the remainder of this academic year. For reimbursement questions, please reach out to Jen Olsen at jolsen1@seattleu.edu.