



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 SU Daily Parking Permit 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 Daily Parking Permit subsidy:

- The faculty member will purchase either the ORCA transit card from the Office of Public Safety in the Columbia Building or a SU Daily Parking Permit online through the Permit Store: <https://seattleu.thepermitstore.com/>
- Prices and information can be found here: <https://www.seattleu.edu/transportation/parking/>.
- Please submit receipt(s) to Jen Olsen, Budget Manager, Office of the Provost, at jolsen1@seattleu.edu, who will submit the 50% reimbursement request to Human Resources. Please indicate your Name, SU ID, College/Dept, Term (23FQ, 24WQ, etc) in the email.
 - 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.