

Parking/Bus Pass Payroll Elimination Agreement

Employee Name (Last, First, MI)

Lewis & Clark ID Number

I elect to stop my salary reduction for a parking permit or bus pass effective on the first day of _____, 20____.

Payroll reductions for parking or bus passes are made in arrears (at the end of the month just completed).

I understand that I must return my parking pass to Transportation & Parking (Box 109) no later than the effective date listed above. Partial month refunds will not be made.

Employee signature:

Date: _____

Received by: _____
(Dept. of Transportation & Parking)

Date: _____

Received by: _____
(Payroll Dept.)

Date: _____

Send completed form to the Office of Transportation and Parking, MSC 109