

Reimbursement for Parking: For Civic Center faculty at the Chinatown Annex, Spring 2015

Who is Eligible

- Faculty displaced from Civic Center by the closure working at Chinatown Annex and parking at the Hilton Hotel

How and When to Submit Requests

- Only receipts for parking on assigned working days during the time the faculty member is actually working will be reimbursed. You must list your teaching/work hours and submit receipts in **chronological order** for those hours.
- Submit your forms and receipts to the AFT office no later than Friday, May 22, 2015.
- You must enter your receipts on the electronic Excel spreadsheet that will automatically calculate the totals and save you a lot of time. It is available at www.aft2121.org or call AFT at 585-2121.**
- You must include your signature on the form below. Be sure to keep a copy of your submitted form and receipts for your records.

Name: _____ Faculty I.D. #: _____

Address: _____ Telephone #: _____

Assignment Dates

Teaching/Work Schedule

(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 Hilton Hotel in association with my scheduled teaching assignment. The relevant receipts are attached.

Signature _____ Date _____