A F T 2 1 2 1

San Francisco Community College Federation of Teachers, Local 2121

311 Miramar Avenue ▪ San Francisco, CA 94112 ▪ 415-585-2121 ▪ fax: 415-585-4305 ▪ email:aft@aft2121.org ▪ www.aft2121.org

Reimbursement for Parking at Chinatown Campus 2015-2016

Who is Eligible

- Under the AFT/District contract you are eligible for partial reimbursement of your 2015-2016 parking fees at the Chinatown campus.
- Faculty members are eligible to have up to 50% of their parking costs reimbursed until the fund is depleted.
- If there are not sufficient funds to pay for a 50% reimbursement, each faculty member participating in the program will receive the same (lesser) percentage reimbursement.
- A committee composed of union reps, faculty and one administrator, will review the submitted requests at the end of the semester and determine the amounts to be reimbursed.

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 hours and submit receipts in **chronological order** for those hours.
- Submit your receipts to your AFT rep at the Chinatown Campus no later than Thursday, May 26, 2016.
- **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 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_____