

# HARVEY MUDD

C O L L E G E

## Rideshare Certification Monthly Employees

**For each day** a regular member of the HMC faculty or staff walks, bicycles, uses public transportation or carpools – most anything but driving alone **to campus**, HMC will pay that person (via payroll) **\$2.00!**

Please submit a completed Rideshare Certification form to the Human Resources Office, Kingston Hall, room 223 no later than the 5<sup>th</sup> of every month in order to receive a cash incentive. Payments will be processed once each month. Certifications must be submitted within one month of the period being claimed.

This certification form also enters you in a monthly prize drawing. Cash incentives and prizes are taxable and will be reported to the Payroll Department.

If you **do not** wish to be entered in the monthly prize drawing please initial here \_\_\_\_\_.

I certify that I have (please enter the appropriate letter next to the date used on the list below):

- B. Bicycled
- C. Carpooled with \_\_\_\_\_  
(please print name of at least one person with whom you carpoled this month)
- P. Used public transportation
- W. Walked/jogged/skated

to **Harvey Mudd College** on the following dates of \_\_\_\_\_, 2009.  
(Month)

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Total # \_\_\_\_\_

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature and date

Your signature verifies that information on this form is accurate. Any willful misrepresentation on this form is considered falsification of a College document and may be subject to disciplinary action. Additional forms may be obtained in the Human Resources Office, Kingston Hall, room 223 or by visiting the HR website at [www.hmc.edu/hrforms](http://www.hmc.edu/hrforms).