



Rideshare Certification Form

For each day a regular HMC faculty or staff member walks, bicycles, uses public transportation, or carpools vs. drives alone to campus, HMC will pay the faculty/staff member \$2.00 through the payroll system.

Please submit a completed Rideshare Certification form to the Human Resources Office, Room 133, no later than the 5th day of every month for the preceding month (e.g. April forms are due May 5). Payments are taxable income and are processed once each month. Human Resources will accept forms for the current month and the previous month.

I am paid: _____ biweekly _____ monthly.

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 carpooled this month)
- P. Used public transportation
- W. Walked/jogged/skated

to **Harvey Mudd College** on the following dates in _____, _____.
(Month) (Year)

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 the information you entered on this form is accurate and acknowledges your understanding that a willful misrepresentation is a violation of College policy.

You can submit your Rideshare Certification forms electronically by completing the online form available at www.hmc.edu/hrforms.

THANK YOU FOR PARTICIPATING IN HMC'S RIDSHARE PROGRAM!